



DEPARTMENT OF THE NAVY

COMMANDER
U.S. FLEET FORCES COMMAND
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COMUSFLTFORCOMSTAFFINST 5400.1B

N00

30 SEP 11

COMUSFLTFORCOM STAFF INSTRUCTION 5400.1B

From: Commander, U.S. Fleet Forces Command

Subj: COMMANDER, U.S. FLEET FORCES COMMAND STAFF ORGANIZATION
AND REGULATIONS MANUAL

Ref: (a) OPNAVINST 5440.77B
(b) Unified Command Plan of 17 Dec 08
(c) Memorandum of Understanding Concerning the Establishment,
Administration, and Operation of the Combined Joint
Operations from the Sea Center of Excellence (CJOS COE) of
31 May 2006

1. Purpose. Establish U.S. Fleet Forces Command (USFF) staff organization with assignment of functions and tasks, and set forth policies and procedures for the administration of the staff.

2. Cancellation. COMUSFLTFORCOMSTAFFINST 5400.1A.

3. Revisions. The Deputy Commander for Fleet Management & Chief of Staff (DCOM-FM/COS) has overall responsibility for maintaining this manual. Deputy Chiefs of Staff (DCOS), Directors, and Special Assistants shall submit recommendations for changes and revisions of this instruction to the DCOM-FM/COS.

4. Action. All personnel assigned to the staff are responsible for reviewing the contents of this manual and adhering to the policies and regulations contained herein.


W. C. HARVEY, JR

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CHAPTER 1

COMMAND/STAFF RESPONSIBILITIES AND ORGANIZATION

SECTION 1

**STAFF MISSIONS, FUNCTIONS, AND TASKS FOR COMMANDER, U.S. FLEET FORCES
COMMAND**

10101 COMMAND ORGANIZATION. Per reference (a), Commander, U.S. Fleet Forces Command (COMUSFLTFORCOM) is an Echelon 2 Commander under the administrative control (ADCON) of the Chief of Naval Operations (CNO).

10102 COMMAND DIVISION. The U.S. Fleet Forces Command (USFF) staff is organized into three major functional areas with a Deputy Commander for Fleet and Joint Operations (DCOM-FJO) (N01), an Executive Director (ED) for Fleet Resources and Readiness Integration (N02) and a Deputy Commander for Fleet Management/Chief of Staff (DCOM-FM/COS) (N03). The organization is further divided into Directors, Deputy Chiefs of Staff (DCOS), Deputy Directors (DD), Assistant DCOS (ADCOS), Division Chiefs (DC), and Branch Heads (BH).

10103 SUCCESSION OF COMMAND. In the event of the incapacity, death, departure on leave, detachment without relief of the Commander (COM), or when the COM is absent from USFF on orders from competent authority, succession to command of USFF shall be in the following order:

a. Deputy Commander for Fleet and Joint Operations (DCOM-FJO) (N01).

b. Next senior Unrestricted Line Officer (URL) eligible for command at sea physically present in proximity to USFF HQ.

10104 COMMAND MISSIONS. In accordance with reference (a):

a. Train, certify and provide combat-ready Navy forces to Combatant Commanders that are capable of conducting prompt, sustained naval, joint, and combined operations in support of U.S. national interests.

b. Command and control subordinate Navy forces and shore activities during the planning and execution of assigned service functions in support of CNO.

c. Provide operational planning and coordination support to Commander, U.S. Northern Command (CDR USNORTHCOM), Commander U.S. Element NORAD (CDR USELEMNORAD), and Commander, U.S. Strategic Command (CDR USSTRATCOM).

d. Command and control subordinate forces during the planning and execution of joint missions as the Joint Forces Maritime Component Commander North (JFMCC-N) to CDR USNORTHCOM.

10105 USFF STAFF DUTIES AND RESPONSIBILITIES. The USFF Staff is responsible to the Commander for the satisfactory accomplishment of the missions and responsibilities assigned to COMUSFLTFORCOM, including but not limited to USFF's responsibilities as the Joint Forces Maritime Component Commander North (JFMCC-N) to Commander, U.S. Northern Command (CDR USNORTHCOM).

10106 USFF STAFF AUTHORITIES. The COM delegates the following authorities to the USFF staff:

a. Execute policy codified in established instructions/notices, messages and Operation Orders (OPORDs) in accordance with Commander's Guidance and established regulations.

b. Execute verbal and/or written orders from the COM in accordance with established regulations.

c. Direct line of authority (DIRLAUTH) with Navy Echelon 2 and below staffs to execute assigned responsibilities.

10107 GUIDING PRINCIPLES.

a. Maintain a relentless focus on the fundamentals of our profession - Leadership, Seamanship and Airmanship.

b. Seek the truth and act on it. Good decisions are a natural result of getting the facts and assumptions correct, applying judgment and experience with the knowledge of Commander's intent, taking the appropriate action and ensuring vigorous follow-up.

c. Take ownership of the issues you confront and act to the limit of your authorities. Empower subordinates with the responsibility and commensurate authority to manage their own work. Be accountable for the results - to your superiors, to your colleagues, to your subordinates, and to yourself.

d. Foster an environment that encourages the professional and personal growth of your people. It is a fundamental leadership responsibility to invest in the development of your team. This investment in your team will increase the flexibility and agility of your organization and improve its ability to respond to the rapid and non-linear change so characteristic of today's world.

e. Effective operations in a rapidly changing battlespace are absolutely dependent on intelligent initiative at every level in the chain-of-command. It follows that there cannot be intelligent initiative without intelligent risk-taking, and with any risk-taking there will inevitably be mistakes. We must be able to recognize the difference between mistakes in judgment that are well-intentioned, recoverable, and result primarily from inexperience and those actions resulting from willful negligence or fatal flaws (personal or professional) that cannot be accepted under any circumstances.

f. Collaborate, communicate and coordinate. Develop and sustain a culture that focuses on reaching agreement across organizational boundaries on critical issues to achieve common goals. Consensus is not necessarily the desired outcome - the objective is for all voices to be heard, considered and respected. Concentrate on developing and presenting a "shared view of the battlespace." Once decisions are made, rally behind them and drive their execution.

10108 MARITIME OPERATIONS CENTER (MOC) SUPPORT. Any member of the USFF staff may be called upon to support the Maritime Operations Center (MOC) as events require, and at the direction of the Commander (COM), the Deputy Commander for Fleet and Joint Operations (DCOM-FJO), or the Deputy Commander for Fleet Management/Chief of Staff (DCOM-FM/COS).

10109 COMMAND OPORD 2000. Guidance to subordinate U.S. Navy Commanders in planning, conducting operations, and training under the auspices of the COM can be found in the current USFF OPORD 2000 maintained by the DCOM-FJO (N01).

CHAPTER 2

COMMAND/STAFF RESPONSIBILITIES AND ORGANIZATION

SECTION 1

**DUTIES AND RESPONSIBILITIES OF THE COMMANDER (COM)
AND PERSONAL STAFF**

20101 FUNCTIONAL STATEMENT. The COM and his personal staff are organized as follows:

- a. Commander, U.S. Fleet Forces Command (N00)
 - (1) Executive Assistant (N00A)
 - (2) Flag Communicator (N00C)
 - (3) Flag Writer (N00W)
 - (4) Flag Secretary (N002)
 - (5) Flag Aide (N003)
 - (6) Chief of Protocol (N004)
 - (7) Deputy Executive Assistant (N005)
 - (8) Fleet Master Chief (N008)
 - (9) Fleet Comptroller and Director, Financial Management (N00F)
 - (10) General Counsel (N00GC)
 - (11) Fleet Inspector General (N00IG)
 - (12) Fleet Judge Advocate (N00L)
 - (13) Director, Nuclear Propulsion Examining Board (N00N)
 - (14) Director, Public Affairs and Outreach (N00P)
 - (15) Director, Commander's Action Group (N00Z)
 - (16) USFF Afloat Nuclear Weapons Technical Inspection Chief Inspector (N00NW)

The remaining articles contained within this section delineate the duties and responsibilities of the COM and his personal staff, all of which may be asked to complete other tasking as assigned by the COM.

20102 COMMANDER, U.S. FLEET FORCES COMMAND (N00). COMUSFLTFORCOM is an Echelon 2 Commander who reports directly to the CNO on administrative matters and operationally as prescribed per reference (a).

20103 EXECUTIVE ASSISTANT (N00A)

a. Supervise personnel assigned to the COM's personal staff.

b. Establish and maintain essential liaison with executive or administrative assistants or aides of various Flag and General Officers with whom the COM is required to associate in official, professional, or social matters. Included in this category are appropriate personnel attached to senior echelons of other services. A collateral function in similar context is to establish and maintain essential liaison with appropriate assistants of civilian and foreign dignitaries, and with similar personnel assigned to other Federal agencies.

c. Determine and provide the COM with professional requirements for various official visits. Anticipate needs which may arise in these cases, and by proper advance liaison, prepare for various contingencies.

d. As directed by the COM, establish and maintain essential liaison with staff personnel on matters of:

(1) Administrative procedures relating to correspondence.

(2) Use of transportation facilities, flag aircraft, automobile, and barge.

e. Assist, as appropriate, in matters requiring the COM's personal attention after hours in the Headquarters (HQ) area, or for contacting the COM when not in the immediate area. For these purposes, the officer occupying this billet shall keep the Directors and designated duty officers informed of whereabouts for expeditious contact by phone or message.

f. Expeditiously advise staff personnel as to any special desires of the COM which may be additional to routine procedures.

20104 FLAG COMMUNICATOR (N00C)

a. Provide coordination of installations and upgrades of classified and unclassified data/voice communications for the COM's quarters, office, and travel.

b. Operate and troubleshoot unclassified and classified data/voice communications for the COM's quarters, office, and travel.

c. Provide secure voice communications while in-flight as required.

d. Supervise functions of the Staff Information Technology/
Briefing Room Coordinators.

20105 FLAG WRITER (N00W)

- a. Provide administrative support to the COM as directed.
- b. Provide administrative support to the COM's EA as required.

20106 FLAG SECRETARY (N002)

a. Responsible for the receipt, custody, control, and processing
of all official correspondence intended for the attention/action of
the COM.

b. Responsible for the supervision and functions of the
Administrative Staff.

c. Supervise the preparation of all fitness reports and
evaluations signed by the COM.

20107 FLAG AIDE (N003)

a. Serve as Flag Aide to the COM in national and international
capacities.

b. Accompany the COM on official business travel providing
security for classified conference materials, taking notes at various
conferences, and addressing his requirements.

c. Arrange motor, air, and boat transportation, as required by
the COM.

d. Advise on matters of uniforms, honors, ceremonies, and
protocol as they may affect the COM and personal staff.

e. Provide Movement Report Center (MRC) Norfolk with advance
information on the movements of the COM, as required for the filing of
movement reports.

20108 CHIEF OF PROTOCOL (N004)

a. Schedule and coordinate visits of distinguished guests
visiting the COM or DCOM-FM/COS. This includes spouse program
coordination, when needed.

b. Administer the Official Representation Funds (ORF) and Latin
American (LANTAM) Funds. Maintain the ORF/LANTAM locker for foreign
visits and dignitaries.

c. Promulgate information concerning forthcoming visits by distinguished guests under the sponsorship of DoD activities to the Norfolk, Virginia area.

d. Coordinate with foreign embassies.

e. Maintain the schedule of the COM's barge, Gingerbread House, and Pennsylvania House, keeping the Executive Assistant and Deputy Executive Assistant informed of all requirements.

f. Draft COMUSFLTFORCOM 5050 notices outlining responsibilities and assigned duties in support of official visitors.

20109 DEPUTY EXECUTIVE ASSISTANT (N005)

a. Act as Executive Assistant in the absence of the Executive Assistant.

b. Establish and maintain essential liaison with executive or administrative assistants or aides of various flag and general officers with whom the COM is required to associate in official or social matters. Included in this category are appropriate personnel attached to senior echelons of other services. A collateral function in similar context is to establish and maintain essential liaison with appropriate assistants of civilian and foreign dignitaries, and with similar personnel of non-military U.S. government agencies.

c. Staff point of contact to initiate contact with external staff to coordinate the COM's trips including agenda, itinerary, and briefing/read ahead materials.

d. Complete briefings and background material for anticipated activities for the COM's official trips, including necessary official correspondence and briefs of persons who will be contacted in the course of events.

e. Staff supervisor for Protocol, Flag Mess, Barge Crew, and the COM's Administrative Staff.

20110 FLEET MASTER CHIEF (N008)

a. Function with direct access to the COM, DCOM-FJO, DCOM-FM/COS, and ED.

b. Serve as the Senior Enlisted Advisor to the COM on matters pertaining to enlisted personnel.

c. Serve as member of CNO Advisory Panel, assist Type Commanders (TYCOMs), and other USFF subordinates in matters pertaining to enlisted personnel.

d. Serve as the primary point of contact between Fleet enlisted personnel, military dependents, and the COM. Initiate, via the

appropriate Fleet staff division, action to correct or define conditions of a recurring nature noted during visits.

e. Represent the COM at various ceremonial functions.

f. Coordinate, as necessary, with the Master Chief Petty Officer of the Navy (MCPON).

g. Promulgate, through personal visits to Fleet units, Navy publications, and external media the COM's position and guidance on important Navy issues affecting our Fleet and Sailors.

h. Initiate action to enhance the leadership of Chief Petty Officers and First Class Petty Officers so that these personnel understand their importance.

20111 FLEET COMPTROLLER AND DIRECTOR, FINANCIAL MANAGEMENT (N00F)

a. Serve as Fleet Comptroller, Chief Financial Officer, and principal advisor to the COM, DCOM-FJO, DCOM-FM/COS, ED, and USFF staff and all applicable subordinates' senior leadership on all aspects of financial management.

b. Conduct appropriate discussions with Assistant Secretary of the Navy (ASN) Financial Management and Comptroller (FM&C), CNO, other Budget Submitting and Principal Administering Offices, and other DoD and Federal Government organizations' Senior Financial Managers to maximize resources provided for performance of the USFF mission.

c. Ensure adherence to Statutory, Regulatory, DoD, ASN FM&C, and CNO policies and procedures by USFF as a Budget Submitting and Principal Administering Office.

d. When required, provide fiscal support to Director, CJOS-COE.

20112 GENERAL COUNSEL (N00GC)

a. Functions as the Legal Advisor and Special Assistant to the COM, Deputy Commanders, and ED. Advises and assists staff members on the legal aspects of matters under his primary cognizance, to accommodate the application of law, doctrine, and national policy to U.S. Navy operations ashore and afloat.

b. Provide legal advice to the COM, DCOM-FJO, DCOM-FM/COS, and USFF staff and subordinate Commanders on all business and commercial law issues including fiscal law, real and personal property law, acquisition processes, bid protests, contract law, civilian personnel and labor law, intellectual property law and in coordination with the Fleet Judge Advocate (FJA), serve as Ethics Counselor and render advice on ethics and standards of conduct, environmental law, Freedom of Information Act (FOIA) and Privacy Act law, and litigation in these areas.

c. Oversee, coordinate, and where appropriate supervise legal services provided by USFF legal assets and:

(1) Coordinate with the USFF HQ staff, Echelon 3 Commanders, resource sponsors, the Office of the General Counsel of the U.S. Navy, and the Office of the Judge Advocate General to ensure the appropriate employment of USFF lawyer and non-lawyer legal assets.

(2) Oversee availability and quality of legal services within subordinate USFF units and monitor legal services extended to individual members of USFF units.

(3) Consult frequently with Echelon 3 Office of the General Counsel attorneys and make recommendations for courses of action that shall improve legal services within USFF.

(4) Provide or assist in the provision of legal services to Echelon 3 commands without assigned Office of the General Counsel attorneys.

d. Consistent with the policies set forth in SECNAVINST 5430.25 and SECNAVINST 5430.27 (series), coordinate and actively communicate with attorneys of the Office of the Judge Advocate General to achieve timely and effective provision of the highest quality legal services to the COM, his staff, and subordinate staffs, units and activities.

20113 FLEET INSPECTOR GENERAL (N00IG)

a. Serve as Fleet Inspector General (Fleet IG); a principal advisor and special assistant to the COM, DCOM-FJO, or DCOM-FM/COS, and ED, with responsibility to inspect, investigate, or inquire into any and all matters of importance to the COM. Serve in an Additional Duty status to the staff of the U.S. Naval Inspector General. Fleet IG shall provide the COM candid, objective information and uninhibited internal analysis and advice independent of the normal subordinate lines of authority and command.

b. Establish and coordinate the COM's and Fleet inspection/assessment programs with emphasis on readiness, including but not limited to effectiveness, efficiency, discipline, morale, economy, ethics, and integrity, personnel support services and other issues affecting quality of life, command relationships, and organizational structures. Consolidate or eliminate redundant inspections/assessments of subordinate commands. Provide reports, assessments and recommendations of Fleet issues requiring attention.

c. Receive allegations of inefficiency, misconduct, impropriety, mismanagement, fraud, abuse of position, waste, and other violations of Navy regulations within USFF claimancy, and investigate or refer such matters for the appropriate cognizant activity for investigation, as the Inspector General (IG) deems appropriate. Provide reports of investigation and recommendations for corrective action.

d. Conduct investigations of possible intelligence and special activities program violations of USFF commands and assist the Fleet Intelligence Officer in oversight of intelligence activities. Provide reports of investigation and recommendations for corrective action as necessary.

e. Implement an effective internal control assessment process to ensure government resources are used in compliance with laws and regulations, consistent with mission, and with minimal potential for waste, fraud, and mismanagement that encompasses the GAO's five standards for IC: Control Environment, Risk Assessment, Control Activities, Information and Communications, and Monitoring. Provide annual Statement of Assurance to OPNAV and ASN FM&C based on assessment results.

f. Provide oversight and validation to ensure adequacy and timeliness of responses to audit findings, recommendations and monetary benefits and ensure timeliness of the decision process by staff action officers and subordinate commands. Conduct on-site verification that management has acted on all significant recommendations within one year of audit closure. Provide annual input on auditable areas to SECNAV's Risk and Opportunity Assessment.

g. Establish program objectives and resource requirements for subordinate echelon IG programs. Train, evaluate, approve, and credential subordinate echelon IGs. Provide recommendations on required changes and adjustments in procedures and resources to ensure proper and adequate accomplishment of major program goals and objectives. Provide independent analysis of current and proposed IG functions and programs and quality reviews of subordinate command programs to evaluate their actual or potential ability to achieve efficiency and effectiveness objectives.

h. Provide fraud, waste, abuse, and misconduct prevention recommendations to the COM, DCOM-FJO, or DCOM-FM/COS, and ED, and associated training to the Fleet based on trend analysis of investigations, assessments, inspections, and misconduct/mismanagement.

i. Provide focus, coordination and response as USFF's single point of contact for the following:

(1) U.S. Navy Inspection Program.

(2) DoD, DON, and USFF Hotline Programs; manage and administer within USFF claimancy.

(3) Management Control Statement of Assurance.

(4) Coordination of external audits and visits by Congressional Committees and Investigative Staffs, DoD IG, Joint Chief of Staff IG, General Accounting Office, Naval Inspector General, and Naval Audit Service.

(5) SECNAV's Annual Risk and Opportunity Assessment.

j. Provide advice to the COM, DCOM-FJO, DCOM-FM/COS, and ED on methods, impacts, risks, and effects for/of organizational change.

20114 FLEET JUDGE ADVOCATE (N00L)

a. As operational matters dictate, support the MOC with manning and any other required resources, and as directed by the COM, DCOM-FJO, or DCOM-FM/COS.

b. Function as the legal advisor and Special Assistant to the COM, DCOM-FJO, DCOM-FM/COS, and ED. Advise and assist USFF staff members on the legal aspects of matters under their primary cognizance, to accommodate the application of law, doctrine, and national policy to U.S. Navy operations ashore and afloat.

c. Provide legal advice to the COM, DCOM-FJO, DCOM-FM/COS, ED, USFF staff and subordinate Commanders on national, NATO, international, and service legal matters, to include operational law issues, national security strategy and structure, international agreements, legal bases for military operations, information operations law, law of the sea, environmental law in operations, operations plans and orders, intelligence aspects of operations, rules of engagement, healthcare, claims, civilian protection in military operations, special operations, administrative law, military justice, ethics, legislation, law of war (including war crimes), legal assistance, human rights, and other tasks as assigned.

d. Conduct legal review and assist in developing plans, policies, directives, publications, and rules of engagement for operational missions, including Freedom of Navigation operations and maritime interception operations, for compliance with domestic and international law.

e. Advise the COM on issues regarding legal status of U.S. forces in foreign nations, including entry/exit rights, foreign criminal jurisdiction, Status of Forces Agreement and Foreign Claims Act applications.

f. Upon request by USFF (N3/N2), provide experienced operational law judge advocates to support the MOC 24-hours a day, as required, in the event of a crisis, conflict, or contingency operation.

g. When required, act as the Staff Judge Advocate (SJA) for Joint Force Maritime Component Commander North (JFMCC-N).

h. When required, provide legal support to Director, CJOS COE.

i. Augment TYCOM legal offices with experienced judge advocates in the event of a crisis, conflict, or contingency operation and as needed during peacetime.

j. Provide or assist in providing legal services to Echelon 3 commands without USFF judge advocates assigned, and augment or coordinate augmentation of USFF Area of Responsibility (AOR) legal offices to address significant workload backlogs that may compromise the government's legal position or which contravene substantive rights of individuals.

k. Consistent with the policies set forth in SECNAVINST 5430.25 and SECNAVINST 5430.27 (series), coordinate and actively communicate with attorneys of the Office of the General Counsel to achieve timely and effective provision of the highest quality legal services to the COM, his staff, and subordinate staffs, units and activities.

l. In coordination with the General Counsel, serve as an Ethics Counselor and provide legal advice to the COM, DCOM-FJO, DCOM-FM/COS, and USFF staff and subordinate Commanders in all matters involving ethics and standards of conduct. Review Financial Disclosure Statements (OGE 278/OGE 450).

m. As directed, and in coordination with the General Counsel, assist with environmental law issues within the claimancy in the following capacities:

(1) In the conduct of compliance negotiations with federal and state regulatory agencies, and as the USFF representative for environmental policy issues.

(2) Address environmental statutory and regulatory interpretation and other legal aspects of operational environmental compliance arising within the command and subordinate commands.

(3) Assist with public affairs and outreach regarding USFF environmental compliance within the claimancy.

(4) Comment on federal and state environmental legislation and regulations affecting Fleet operations; and address other environmental law issues affecting USFF operational forces and shore activities.

n. Address matters involving administrative or civil law, including investigations convened pursuant to the Manual of the Judge Advocate General of the Navy; and in coordination with the General Counsel, review legal issues involving FOIA.

o. In coordination with the Region Legal Service Office, address matters involving relations with civil authorities, including relations with local law enforcement and courts regarding civil and criminal cases involving Fleet personnel or activities. Also liaise with federal, state, and local agencies or organizations on other matters of Fleet concern; coordinate with federal, state, and local governments and agencies on other support in the areas of disaster preparedness or response; homeland security; and other issues.

p. Maximize the utilization of assigned Reserve unit: NR USFF
LEGAL.

20115 DIRECTOR, NUCLEAR PROPULSION EXAMINING BOARD (N00N)

a. Be assigned to the Nuclear Propulsion Examining Board by Chief of Navy Personnel.

b. Conduct Post-Overhaul Reactor Safeguards Examinations of U.S. Navy nuclear-powered ships undergoing an overhaul of more than six months duration without refueling.

c. Conduct Operational Reactor Safeguards Examinations of Atlantic Fleet nuclear-powered ships, submarines, and nuclear prototypes.

d. Conduct Training Evaluations of shore-based facilities that provide training to nuclear propulsion plant operators under the administrative control of USFF.

e. Support site audits of nuclear prototypes.

f. Support NAVSEA 08 Radiological Controls Practices Evaluations of Nuclear Support Facilities and Fleet Maintenance Activities under the administrative control of USFF which are authorized to handle radioactive equipment and material associated with U.S. Navy nuclear propulsion plants.

20116 DIRECTOR, PUBLIC AFFAIRS AND OUTREACH (N00P)

a. Conduct public affairs and communicate the role of USFF to internal and external audiences by providing strategic counsel, planning, execution, and assessment of communication in support of the COM's objectives.

b. Provide public affairs counsel to the COM to manage the dissemination of timely, accurate information and imagery about Navy activities, consistent with security guidelines, to internal, local, national and international audiences as a Special Assistant and Principal Advisor for Public Affairs.

c. Develop public affairs communication strategies to support the COM's policies, programs and operations.

d. Produce Public Affairs/Visual Information products that support the COM's communication strategy. Communication products include items such as still and motion imagery, news articles, web-based products, fact sheets, news releases, graphic arts, and edited video pieces.

e. Release information and imagery about USFF's activities, consistent with security and privacy policies and guidelines, to internal, local, national and international audiences.

f. Enable media and public access and execute actions that foster interaction between military and civilians to increase public awareness and understanding of USFF's actions and intentions. These efforts will assist the COM in enhancing public awareness of operations, capabilities, importance and value of USFF through public outreach, and internal and external media engagements.

g. Serve as the USFF Public Affairs liaison to public affairs activities of higher HQs, other federal agencies, foreign governments, international organizations and non-governmental organizations.

h. Assess the effects of public affairs actions.

i. Provide public affairs subject matter expertise in support of USFF training and certification programs.

j. Execute Staff Privacy Act Coordinator function.

k. Execute FOIA function and serve as denial authority.

l. Maintain liaison with other commands as appropriate in support of Global Force Management efforts related to the deployment of USFF Public Affairs, Visual Information and Combat Camera assets.

m. Provide advice and support as appropriate for the manning, training, equipping and maintenance of systems aboard USFF units that support the Public Affairs, Visual Information and Combat Camera missions.

n. When required, provide public affairs support to Director, CJOS-COE.

o. Maximize the utilization of assigned Reserve unit: NR USFF PUBLIC AFFAIRS.

20117 DIRECTOR, COMMANDER'S ACTION GROUP (N00Z)

a. Perform the duties and responsibilities assigned by the COM to include:

(1) Commander's Guidance. Develop Commander's guidance, supporting tasks and an implementation plan for the COM's approval. Track implementation through completion.

(2) Strategic Communications. Develop the COM's speeches, briefings, presentations and executive correspondence (letters, memorandums, emails, Personal For messages) as directed by the COM in coordination with USFF/subordinate staffs. Develop the COM's media products (media statements, articles, blogs) as directed by the COM in

coordination with the USFF Public Affairs Officer. Ensure USFF internal and external communications are consistent with Commander's guidance.

(3) Legislative Affairs. Develop Congressional hearing written and oral statements, responses to questions for the record, and follow-on requests for information in coordination with the Office of the Chief of Naval Operations (OPNAV) and USFF/subordinate staffs.

(4) Commander's Travel Preparations. Develop all preparation material required to support the COM's out-of-area travel in coordination with OPNAV and USFF/subordinate staffs.

(5) Special Projects. Conduct targeted, in-house research directed by the COM.

20118 USFF AFLOAT NUCLEAR WEAPONS TECHNICAL INSPECTION (NWTI) CHIEF INSPECTOR (N03NW)

- a. Administer the afloat nuclear weapons inspection program.
- b. Recommend the certification, re-certification, or de-certification of all afloat nuclear capable units to the DCOM-FM/COS for final approval.
- c. Advise appropriate USFF staff personnel of deficiencies affecting nuclear weapons safety and security.
- d. Provide recommendations based on analysis of nuclear weapons inspection corrective action reports and endorsements.
- e. Represent USFF during shore NWTIs at SWFLANT and SWFPAC.
- f. Represent USFF during Defense Nuclear Surety Inspections.
- g. Provide Fleet-level coordinated service documentation changes to CNO (N411).

CHAPTER 2

COMMAND/STAFF RESPONSIBILITIES AND ORGANIZATION

SECTION 2

DUTIES AND RESPONSIBILITIES OF THE DEPUTY COMMANDER (DCOM)

20201 DEPUTY COMMANDER, U.S. FLEET FORCES COMMAND (DCOM)

- a. Act as the principal assistant and advisor to the COM.
- b. Exercise such executive authority with respect to USFF as the COM may delegate.
- c. Execute and implement the policies and directives of the COM.
- d. Serve as General Court-Martial Convening Authority (GCMCA) pursuant to the authority granted by the Secretary of the Navy.
- e. Act for and in the name of the COM in matters within the framework of established policy during his temporary absence from the Headquarters, when time and communication facilities do not permit referral to the Commander.
- f. Succeed to command of USFF in the event of the death or incapacity of the COM, or when the COM is absent from his command and so directs, until a successor is appointed or the absence or incapacity ceases.

CHAPTER 2

COMMAND/STAFF RESPONSIBILITIES AND ORGANIZATION

SECTION 3

DUTIES AND RESPONSIBILITIES OF THE STAFF COMMANDING OFFICER

20301 STAFF COMMANDING OFFICER, U.S. FLEET FORCES COMMAND

- a. Serve as the COM's principal assistant in maintaining good order and discipline and the professional development of the military members of the staff. This responsibility may include the exercise of nonjudicial punishment and administrative separation authority over enlisted members of the staff, when designated in writing by the COM.
- b. Exercise such executive authority with respect to USFF as the COM and DCOM may delegate.
- c. Execute and implement the policies and directives of the COM and DCOM.

CHAPTER 3

COMMAND/STAFF RESPONSIBILITIES AND ORGANIZATION

SECTION 1

**DUTIES AND RESPONSIBILITIES OF THE DEPUTY COMMANDER FOR FLEET AND
JOINT OPERATIONS AND PERSONAL STAFF (N01)**

30101 FUNCTIONAL STATEMENT. The Deputy Commander for Fleet and Joint Operations (DCOM-FJO) supports the COM in carrying out responsibilities, as articulated in USFF's Navy Readiness, Navy Global Force Manager, Joint and Fleet Operations, Force Protection Execution Agent, Navy Defense Support to Civil Authorities (DSCA) Principal Planning Agent and Nuclear Primary Commander functions (reference (a)). The DCOM-FJO is responsible for generating forces ready to execute service missions in support of CNO and operational missions assigned by CCDRs in response to force requirements. The DCOM-FJO and his personal staff are organized as follows:

- a. Deputy Commander for Fleet and Joint Operations (N01)
 - (1) Executive Assistant (N01A)
 - (2) Flag Writer (N01W)
 - (3) Deputy Executive Assistant (N012)
 - (4) Flag Aide (N013)
 - (5) Deputy Director, Combined Joint Operations from the Sea, Center of Excellence (N01CJOS)
 - (6) Director, Fleet Readiness / DRRS-N Reporting (N01X)
 - (7) Director, Fleet Integration and Operations (N01B)
 - (8) Operational Support Officer (N01S)

The remaining articles contained within this section delineate the duties and responsibilities of the DCOM-FJO and his personal staff, all of which may be asked to complete other tasking as assigned by the DCOM-FJO.

**30102 DEPUTY COMMANDER FOR FLEET AND JOINT OPERATIONS, U.S. FLEET
FORCES COMMAND (N01)**

- a. Serve as principal assistant and advisor to the COM on all matters related to Fleet and Joint operations.
- b. Serve as Commander, Task Force 20 (CTF 20) with delegated command authorities and responsibilities for Commander, Strike Force Training Atlantic (CSFTL), the Naval Strike and Air Warfare Center

(NSAWC), all assigned Carrier and Expeditionary Strike Groups (CSGs, ESGs), all subordinate task forces and task groups, and all additional forces assigned by the COM.

c. Execute duties as Director, Combined Joint Operations from the Sea Centre of Excellence (CJOS COE). Serve as the principle advisor to Supreme Allied Commander Transformation (SACT) for joint maritime expeditionary operations.

d. Serve as Commander, Task Force 183 (CTF 183; Emergency Sortie).

e. When activated, serve as Commander, Task Force 120 (CTF 120; Contingencies), and Commander, Task Force 950 (CTF 950; Joint Training).

f. Certify for deployment all Strike Groups, Amphibious Ready Groups, Expeditionary Forces, and independent deployers IAW mission standards.

g. Serve for, and in the name of, the COM in matters related to Fleet and Joint operations, within the framework of established policy, during the temporary absence of the COM from the HQ when time or communication capabilities do not permit referral to the COM.

h. Supervise the preparation, promulgation, and execution of operation plans, orders and other directives related to Fleet and Joint operations, and ensure they are prepared and executed in conformity with the policies and intentions of the COM.

i. Maintain effective lines of communication between the CCDRs, the Joint Staff and the OPNAV staff in support of Fleet and Joint operations. Develop program policy and procedures and execute operating policies and guidance.

j. Chair the Executive Resource Team with participation from the Type Commanders (TYCOM) to assess unit level preparations and readiness for transition in the Fleet Response Plan (FRP).

k. Execute the COM's responsibilities as the Supporting Commander to CDR USNORTHCOM, CDR USSTRATCOM and CDR USELEMNORAD.

l. Consistent with the COM's direction, operationally employ Navy Regional Commanders within the Continental United States (CONUS) and all of their subordinate Navy shore installations within the USNORTHCOM AOR.

m. Serve as the USFF representative on the Fleet Training Integration Panel.

n. Execute USFF functions and tasks as Navy DSCA principal planning agent.

30103 EXECUTIVE ASSISTANT (N01A)

a. Supervise personnel assigned to the DCOM-FJO's personal staff, specifically the Flag Aide, Deputy EA, and Flag Writer.

b. Establish and maintain essential liaison with executive and administrative assistants or aides of various Flag and General Officers with whom the DCOM-FJO is required to associate in official, professional, or social matters. Included in this category are appropriate personnel attached to senior echelons of other services. A collateral function in similar context is to establish and maintain essential liaison with appropriate assistants of civilian and foreign dignitaries, and with similar personnel of non-military, U.S. government agencies.

c. Assist the DCOM-FJO in execution of his duties.

d. Complete briefings and background material for all anticipated activities for the DCOM-FJO's official trips, including necessary official correspondence, and briefs of persons who shall be contacted in the course of professional or personal events.

e. Determine and provide the DCOM-FJO's professional requirements for various official visits. Anticipate needs which may arise in these cases and by proper advance liaison prepare for various contingencies.

f. Assist, as appropriate, in matters requiring the DCOM-FJO's personal attention after hours in the headquarters area, or for contacting the DCOM-FJO when not in the immediate area. For these purposes, the officer occupying this billet shall keep designated duty officers informed of the DCOM-FJO's whereabouts for expeditious contact by phone or message.

30104 FLAG WRITER (N01W)

a. Provide administrative support to the DCOM-FJO as required.

b. Accompany the DCOM-FJO on official business travel providing security for classified conference materials, taking notes at various conferences, and addressing his requirements.

c. Arrange motor, air, and boat transportation, as required by the DCOM-FJO.

d. Advise on matters of uniforms, honors, ceremonies, and protocol as they may affect the DCOM-FJO and personal staff.

30105 DEPUTY EXECUTIVE ASSISTANT (N012)

a. Act as Executive Assistant in the absence of the Executive Assistant.

b. Complete briefings/read aheads and background material for anticipated activities for the DCOM-FJO, including necessary official correspondence and briefs of persons who will be contacted in the course of professional or personal events.

30106 FLAG AIDE (N013)

a. Serve as the Flag Aide to the DCOM-FJO in national and international capacities.

b. Accompany the DCOM-FJO on official business travel providing security for classified conference materials, taking notes at various conferences, and addressing his requirements.

c. Arrange motor, air, and boat transportation, as required by the DCOM-FJO.

d. Advise on matters of uniforms, honors, ceremonies, and protocol as they may affect the DCOM-FJO and personal staff.

30107 DEPUTY DIRECTOR, COMBINED JOINT OPERATIONS FROM THE SEA, CENTER OF EXCELLENCE (N01CJOS)

a. Support the Director, CJOS-COE via extensive joint and combined multi-agency working relationships to serve as a source of expertise for North Atlantic Treaty Organization (NATO) transformation of joint expeditionary operations from the sea. This includes amphibious operations, sea-based joint fires, sea-based C2 (including non-maritime components), ISR, establishing and operating from a sea base, and sea-based logistical support to the joint force.

b. Promote the use of maritime-based capabilities in future expeditionary operations in support of Allied Command Transformation (ACT), and within an approved program of work (POW). Assist nations, Allied Command Operations (ACO), and other international institutions in joint maritime expeditionary-related efforts.

c. Develop working relationships with HQ SACT, other NATO headquarters, NATO COEs, and other agencies in order to promote CJOS.

d. Develop recommendations based on analysis of projected future environments for experimentation, concepts, doctrine development, and international standardization efforts.

e. Maximize the utilization of assigned reserve unit: NR CJOS-COE.

30108 DIRECTOR, FLEET READINESS / DEFENSE READINESS REPORTING SYSTEM - NAVY (DRRS-N) REPORTING (N01X)

a. Provide the DCOM-FJO with an accurate view of unit operational readiness using DRRS-N and all other readiness tools in the Naval Readiness Reporting Enterprise (NRRE).

b. Reduce DRRS-N and NRRE complexity for the end-user. Advise the DCOM-FJO on the minimum level of detail required that achieves the requirements for accurate reporting of unit operational readiness for Echelon 1-3 commanders. Eliminate any redundant NRRE tools or any NRRE tools that have no impact on improving Fleet operational readiness.

c. Maintain DRRS-N and NRRE-related doctrine. Advise the DCOM-FJO of all changes to applicable readiness reporting documents including U.S. Code Title 10, Department of Defense instructions, OPNAV instructions, and combined USFF/CPF instructions. Maintain awareness of the status of all TYCOM and Naval Component Commander readiness requirements and advise the DCOM-FJO on issues relating to the coordination of readiness reporting policies and procedures which impact Navy participation in Joint Operations.

d. Provide training, as approved by the DCOM-FJO, in NRRE efforts at targeted levels. Promulgate Fleet training resource readiness reporting policy and integrate training resource readiness data from all available sources into DRRS-N using the Navy Training Information Management System (NTIMS).

e. Oversee Program Management Responsibilities for NRRE efforts, and serve as the Portfolio Manager for DRRS-N and all NRRE-related programs under the cognizance of USFF.

f. Advise the DCOM-FJO on necessity for DRRS-N/NRRE coordination with Flag Officers, General Officers, and members of the Senior Executive Service. Serve as the liaison between USFF, OPNAV, and CPF for all NRRE-related matters at the 06 level.

g. Advise the DCOM-FJO and the DCOM-FM/COS on all matters pertaining to long-term resourcing which impact Fleet personnel, maintenance, supply, ordinance, installations and training that are supported by the NRRE.

h. Advise the DCOM-FJO and the Executive Director for Fleet Resources and Readiness Integration on all matters pertaining to the development of issues for readiness reporting brought before the Readiness Requirements Review Board and the Fleet Integration Executive Panel.

30109 Director, Fleet Integration and Operations (N01B)

a. Advise DCOM-FJO on Fleet training, operations, and readiness issues.

b. Integrate Fleet training, operations, and readiness issues internally across the USFF staff and externally with NCCs, NFCs, TYCOMs, WCOEs and other entities to develop a holistic view of Fleet readiness.

c. Periodically report to the DCOM-FJO on the state of Fleet training, operations, and readiness issues and make recommendations for improvement.

d. Support the DCOM-FJO in the FIEP process and represent the DCOM-FJO in the R3B forum.

e. As directed, represent the DCOM-FJO at meetings and conferences, committees, task forces, working groups and similar bodies, providing Fleet input regarding operations and readiness matters.

f. Direct and lead the activities of the Readiness Assessment Working Group (RAWG), consisting of the following subject matter experts: Manpower (N1), Operations (N3/N2), Logistics (N41 and N43), C4I (N6) and Training/Certification (N3OTCR). The RAWG gathers, analyzes and organizes all source information to create a current readiness picture for use in multiple forums to include the Commander's Update Brief (CUB). The RAWG meets periodically and is synchronized to support the Commander's decision cycle. The RAWG may also meet at other times for other reasons directed by DCOM-FJO.

30110 OPERATIONAL SUPPORT OFFICER (N01S)

a. Serve as principal advisor and administrator to the Reserve Deputy Commanders, USFF Reserve program, and all the Navy Reserve units under their purview.

b. Manage all aspects of Navy Reserve augmentation in support of USFF staff and exercise support.

c. Manage all aspects of reserve funding both MPN and RPN for all Navy Reserve units under their purview to efficiently and effectively support USFF staff and exercise support.

d. Manage all aspects and ensure the highest levels of strategic and operational readiness are maintained within all Navy Reserve units under their purview.

e. Liaise with USFF N1R on all issues that pertain and/or affect the Reserve Component within USFF, especially regarding Navy Reserve program policies and procedures.

f. Manage all aspects of evaluating and reporting performance and measures of effectiveness for all Navy Reserve units under their purview.

CHAPTER 3

COMMAND/STAFF RESPONSIBILITIES AND ORGANIZATION

SECTION 2

**DUTIES AND RESPONSIBILITIES OF DIRECTOR, OPERATIONS AND INTELLIGENCE
(N3/N2)**

30201 FUNCTIONAL STATEMENT. The Director, Operations and Intelligence (N3/N2) supports the COM and DCOM-FJO in executing functions and tasks as the U.S. Navy's Global Force Manager, provides planning and operational support to assigned/supported CCDRs, and conducts Fleet and joint operations and training via the MOC. N3/N2 shall focus on the mission of Maritime Homeland Defense (MHD) in order to deter, detect and defend against maritime threats and the mission of Defense Support to Civil Authorities (DSCA) for all Humanitarian Assistance/Disaster Relief (HA/DR) planning and execution within the USNORTHCOM AOR. N3/N2 is responsible for the direction and supervision of the conduct of Fleet Training, and provides tailored Intelligence and Information Operations support to the DCOM-FJO regarding Fleet/Joint operations and CCDR planning efforts. N3/N2 supports the COM and DCOM-FJO in executing functions and tasks as CNO's Executive Agent for Anti-Terrorism/Force Protection (AT/FP) to establish and implement AT/FP standards and policies for U.S. Navy units. The Director, Operations and Intelligence (N3/N2) and his staff are organized as follows.

- a. Director, Operations and Intelligence (N3/N2)
 - (1) Deputy Director, Force Employment (N3FE)
 - (a) Division Chief, Maritime Operations Center (N3MOC)
 - (b) Division Chief, Anti-Terrorism (N3AT)
 - (c) Division Chief, Intelligence and Information Warfare (N2B/N39)
 - (2) Deputy Director, Force Generation (N3FG)
 - (a) Division Chief, Global Force Management (N3GFM)
 - (b) Division Chief, Operational Training, Transition Readiness and Certification (N3OTRC)

The remaining articles contained within this section delineate the duties and responsibilities of the N3/N2 and his staff, all of which may be asked to complete other tasking as assigned by the N3/N2.

30202 DIRECTOR, OPERATIONS AND INTELLIGENCE (N3/N2)

a. Serve as the principal advisor to the DCOM-FJO on Global Force Management, Fleet / Joint Operations, Intelligence and Information Operations, Executive Resource Team (ERT) responsibilities and Anti-Terrorism and Force Protection (AT/FP) responsibilities of USFF. Serves as the Deputy Commander, CTF-20.

b. Analyze, interpret, and provide information throughout the chain of command to enable accurate, timely decisions.

c. Assess operational readiness and plan for future operations to ensure combat capability now and in the future.

d. Align resources with requirements to achieve optimum efficiency and effectiveness.

e. Serve as the principle advisor to the DCOM-FJO on Global Force Management. Generate and communicate Navy global force management solutions concerning general purpose forces and ad hoc forces retained by the Service Secretary.

f. Serve for, and in the name of, the COM and DCOM-FJO in matters related to Fleet and Joint operations, within the framework of established policy, during the temporary absence of the COM and DCOM-FJO from the HQ when time or communication capabilities do not permit referral to either the COM or DCOM-FJO.

g. Provide the DCOM-FJO with certification recommendations for all Strike, Expeditionary, and independent deployers IAW mission standards.

h. Provide oversight of Type Commanders' (TYCOMs') inputs to assess unit level preparations and readiness for transition in the FRP.

i. Coordinate the development, review and preparation of plans, policy guidance, and directives required to execute missions in support of service and CCCR requirements.

30203 DEPUTY DIRECTOR, FORCE EMPLOYMENT (N3FE)

a. Serve as the principal assistant and advisor to the N3/N2 on all matters pertaining to Fleet / Joint operations, the conduct of Fleet Training, Intelligence and Information Operations and AT/FP.

b. Serve as the acting N3/N2 in his absence on all matters delineated above.

c. Coordinate the development, review and preparation of plans, operation orders, and directives required to support CCRs.

d. Coordinate and direct all efforts throughout the N3/N2 Force Employment staff. Provide oversight and direction to all Division chiefs in the daily execution of their duties assigned.

e. Designate in writing one O-6 or civilian equivalent to serve as the Deputy MOC Director.

f. Designate in writing one O-6 or civilian equivalent to serve as the MOC Current Operations Director.

g. Designate in writing one O-6 or civilian equivalent to serve as the MOC Intelligence and Information Operations Analysis Center (IIIOAC) Director.

h. Designate in writing one O-6 or civilian equivalent to serve as the MOC Anti-Terrorism Center Director.

i. Designate in writing one O-6 or civilian equivalent to serve as the MOC Global Force Management Center Director.

k. Designate in writing one O-5 or civilian equivalent to serve as the MOC Maritime Domain Awareness Cell Lead.

l. Designate in writing one O-6 or civilian equivalent to serve as the MOC Future Operations Director.

m. Designate in writing one O-6 or civilian equivalent to serve as the MOC Future Plans Director.

n. Designate in writing one O-6 or civilian equivalent to serve as the MOC Meteorology Cell Lead.

30204 DIVISION CHIEF, MARITIME OPERATIONS CENTER (N3MOC)

a. Serve as principal assistant and advisor to the Deputy Director for Force Employment in all matters pertaining to Fleet/Joint operations and the execution of Fleet training.

b. Serve as MOC Director in accordance with U.S. Navy Tactics, Techniques, and Procedures (NTTP 3-32.1). Direct, coordinate and supervise the efforts of the Maritime Operations Center (MOC).

c. Coordinate the review and preparation of operation orders in support of strategic plans.

d. Serve as the Directorate Joint Operations Representative for special projects as required.

e. Coordinate the development and implementation of Fleet and Force operational directives, and Fleet operational and training schedules.

f. Coordinate Fleet/Joint exercise programs.

g. Organize, train and equip the MOC to provide command and control of forces for the execution of the Commander's operational missions and tasking.

h. Coordinate across the USFF staff to execute MOC functions in accordance with MOC Standard Operating Procedures (SOP).

i. Establish routine and crisis response battle rhythm with higher, parallel and subordinate HQs and across the directorate to support the Commanders decision making cycle.

j. Ensure the Fleet Command Center and MOC are organized, trained and equipped to execute Continuity of Operations.

k. Establish habitual coordination with interagency and partner nations for the planning and execution of routine and crisis response maritime homeland defense, defense support of civil authorities, humanitarian assistance/disaster response, and support to Coast Guard for maritime homeland security operations.

l. Maintain current the functions and tasks for Current Operations and Command Center, Future Operations and Exercises, METOC, and Future Plans.

m. Maintain awareness of the operational readiness of attached forces and recommend required changes or waivers in order to ensure readiness to meet operational requirements.

n. Reserve units assigned to the Director, Maritime Operations Center are NR USFF MARAIROPS HQ with subordinate units in Atlanta, GA, Ft. Dix, NJ, and Hurlburt, FL; NR USFF MOC HQ with subordinate units in Greensboro, NC, Chicago, IL, and Newport, RI; NR USFF NCAGS HQ with subordinate units in New York, NY, Chicago, IL, San Diego, CA, Kitsap, WA, and Houston, TX; and USFF MAR INTEL OPS. The unit's missions are:

(a) NR MARAIROPS (Maritime and Air Operations): Unit will provide trained and qualified officers and enlisted to augment USFF staff in all maritime warfare areas and specialties (ASW, SUW, Strike, Fires, BMD, IAMD, etc). Unit will provide trained personnel to USFF staff to support contingency operations, planning, execution and exercise support for Defense Support to Civil Authorities /Homeland Defense (DSCA/HLD) missions. Unit will provide personnel with skill sets in Theater Ballistic Missile Defense, Theater Information Operations expertise, Theater Undersea Warfare, Theater Strike capabilities to include TLAM, Information Operations, Civil Military Operations and Irregular Warfare to augment the staff for missions as JFMCC, JTF HQ and Maritime Headquarters with Maritime Operations Center (MHQ w/MOC). With respect to Air Operations and associated air warfare areas and specialties, the Air Warfare Directorate will act as core of a Joint Force Air Component Commander (JFACC) if activated. Air Warfare Directorate will provide support for Air skill sets to Joint Manning Document (JMD) including Joint Personnel Recovery Center

(JPRC) duties. Unit will also provide Naval Aviation Liaison Element (NALE) support as JFMCC, surge capability to support Commander, Strike Force Training Atlantic (CSFTL) during exercises for Combined Air Operations Center (CAOC) duties, and be available for contingency operations requiring joint/combined air C2 subject matter expert (SME) augmentation of US and Allied Theater CAOCs. Unit will provide augmentation to CSG staffs through training phases and deployment as required.

(b) NR MOC (Maritime Operations Center): Unit will provide planners with full range of planning skill sets, augment the Future Operations Cell, Current Operations Cell and Future Plans Cell with planners and qualified Crisis Action Team (CAT) watchstanders as needed. Unit will provide personnel with skill sets to conduct campaign assessment for JTF/JFMCC Commander as well as Staff functional assessments in support of Commanders' focus areas.

(c) NR NCAGS (Naval Cooperation and Guidance for Shipping): Unit provides the operational interface between numbered fleets and the commercial shipping industry. NCAGS Units directly support the world-wide mission of improving MDA (Maritime Domain Awareness) by providing manpower and expertise to the Maritime Operations Center MDA Cell, Maritime Component Commander Command and Control ships, Shipping Coordination Teams (SCT), and Shipping Coordination Centers (SCC).

30205 DIVISION CHIEF, ANTI-TERRORISM/FORCE PROTECTION (N3AT)

a. Responsible for strategy, policy and resources related to afloat and ashore AT/FP, Combating Terrorism, Security, including Physical Security and Law Enforcement (LE), Crime Prevention, Loss Prevention, Physical Security Waiver and Exception Program, Critical Infrastructure Protection (CIP) and the protection of tactical war-fighting assets and for installations and facilities located within the USNORTHCOM AOR and U.S. Navy-wide expeditionary AT/FP and security afloat and shore programs.

b. Advise the COM and USFF leadership regarding USFF's role as Executive Agent for U.S. Navy Force Protection in the CONUS. Executive Agent for AT/FP responsibilities include:

(1) Control and execution of the operational AT/FP mission for all U.S. Navy units, activities, facilities and assigned forces in the USNORTHCOM AOR.

(2) Recommendations for USNORTHCOM AOR Force Protection Condition (FPCON) measure changes to USNORTHCOM.

(3) Forwarding authority for U.S. Navy-wide AT/FP requirements (to include training) to OPNAV.

(4) Development of doctrine and tactics, technique, procedures.

(5) Oversight of AT/FP deployment certification and training.

c. Establish, coordinate, direct and evaluate the risk management process and measurement of the effectiveness of afloat and ashore security at U.S. Navy and non-Navy controlled ports in USNORTHCOM AOR, and accurately identify the status of force protection assets and procedures.

d. Coordinate and maintain liaison with USNORTHCOM, USNORTHCOM Service Components, USSOUTHCOM, USSTRATCOM, CNO, NCIS, and USCG on AT/FP and physical security program planning, programming, implementation, and crisis response issues.

e. Review and analyze national, interdepartmental, interagency, and service-level matters pertinent to AT/FP. Represent USFF at various COCOM, CNO, SECNAV, DoD, interagency partners, and private sector conferences, boards and committees for AT/FP and physical security policy development.

f. Oversee all aspects of the AT/FP, Physical Security, Military Working Dog (MWD), Auxiliary Security Force, and Navy Reserve Navy Security Force programs through Fleet and Regional Commanders for all U.S. Navy units, activities, facilities and assigned forces in the USNORTHCOM AOR.

g. Review, prioritize and forward emergent, unfunded AT/FP resource requests to the appropriate CCDR for consideration.

h. Assist/augment the USFF Crisis Response Cell when activated in response to a terrorist act within the USNORTHCOM AOR.

i. Chair the AT Warfare Improvement Program (ATWIP) and AT/FP Fleet Collaborative Team (FCT).

j. Coordinate and compile all inputs to the CNO Integrated Capabilities Requirements Review Board (ICRRB).

k. Compile and draft the AT/FP Integrated Prioritized Capabilities List (IPCL).

30206 DIVISION CHIEF, INTELLIGENCE AND INFORMATION WARFARE (N2B/N39)

a. Designated as USFF Senior Intelligence Officer (SIO).

b. Serve as the principal advisor to the DCOM-FJO, N3/N2, and Deputy Director for Force Employment on Fleet Intelligence and Information Warfare USFF staff responsibilities.

(1) Perform Foreign Disclosure Officer (FDO) duties for USFF.

(2) Perform Intelligence Oversight duties for USFF.

(3) Perform Naval Activities Support Program (NASP) duties for USFF.

(4) Levy appropriate mission tasking on USFF-associated Intelligence Reserve Detachments.

(5) Provide Intelligence manpower sourcing recommendations to N1 in response to validated manpower requirements.

(6) Administer and conduct oversight of the Fleet Intelligence Adaptive Force (FIAF) Norfolk Detachment assigned to USFF.

c. Serve as the principal advisor to the DCOM-FJO, N3/N2, and Deputy Director for Force Employment on MIOC responsibilities.

(1) Develop and periodically update Priority Intelligence Requirements (PIRs) in support of Commander's Critical Information Requirements (CCIRs) and mission objectives.

(2) Provide Indications and Warnings (I&W) of imminent, pending, or potential foreign or asymmetric threats directly or indirectly impacting USFF operations or assets.

(3) Provide Intelligence and Information Warfare analytical products (historical and predictive) supporting the execution of USFF/JFMCC missions and operations as tasked by USNORTHCOM and USSTRATCOM.

(4) Plan and direct intelligence operations in support of JFMCC-N missions.

(5) Provide Intelligence planners to support Current Operations (COPS), Future Operations (FOPS), and Future Plans (FUPLANS) Operational Planning Teams during mission planning events. Support Information Operations, Joint Effects Assessment and Strategic Communications efforts as required.

(6) Perform JFMCC-level collection management and provide intelligence support to targeting efforts as required.

d. Serve as the principal advisor to the DCOM-FJO, N3/N2, Deputy Director for Force Employment, and Deputy Director for Force Generation on Fleet Intelligence and Information Warfare readiness.

(1) Assess the operational readiness of Intelligence and Information Warfare personnel and capabilities through recurrent engagement with NCCs, Strike Group Commanders, TYCOMs and SYSCOMs.

(2) Provide mentoring and oversight of Fleet intelligence personnel through readiness reporting, post-deployment briefs, ad hoc visits to Fleet units, and structured quarterly waterfront events.

(3) Support the Fleet Electronic Warfare Officer in the organization and coordination of Electronic Warfare (EW) efforts and operations, to include Electronic Support Measures (ESM), Electronic Counter-Measures (ECM), Electronic Counter-Countermeasures (ECCM), and Cryptologic Electronic Support Measures (CESM) for units assigned to USFF AOR.

(4) Support Deputy Director for Force Generation, TYCOMs and CSFT-L in the Basic and Integrated Phases of training for Intelligence and Information Warfare personnel.

(5) Perform Human Intelligence (HUMINT) oversight duties for USFF.

e. Serve as the principal advisor to the DCOM-FJO, N3/N2, Deputy Director for Force Employment, and N5/N8/N9 on Fleet Information Operations policy, requirements and execution.

(1) Provide Information Operations support for USFF/JFMCC missions and operations supporting both USNORTHCOM and USSTRATCOM.

(2) Plan and direct Information Operations in support of assigned JFMCC-N missions.

(3) Assess Intelligence and Information Warfare current capabilities against threats presented by current and potential adversaries; structure appropriate inputs that inform N5/N8 requirements processes.

(4) Coordinate with COMPACFLT N2 and TYCOMs to ensure Fleet Intelligence and Information Warfare programs and initiatives are aligned.

(5) Perform Operations Security (OPSEC) oversight duties for USFF.

30207 DEPUTY DIRECTOR FOR FORCE GENERATION (N3FG)

a. Serve as the principal assistant and advisor to the N3/N2 on all matters pertaining to Global Force Management and Training Certification and Transition Readiness.

b. Serve as the acting N3/N2 in his absence on all matters delineated above.

c. Coordinate the development, review and sourcing of plans in support of the global employment of forces for the CCDRs.

d. Coordinate and direct all efforts throughout the N3FG staff, and provide oversight and direction in the daily execution of assigned duties.

e. Coordinate Type Commanders' (TYCOMs') inputs to assess unit level preparations and readiness for transition in the FRP.

f. Coordinate and direct all military and civilian personnel actions for the DCOM-FJO, including recruitment, training, performance evaluation, counseling and pay/retention.

30208 DIVISION CHIEF, GLOBAL FORCE MANAGEMENT (N3GFM)

a. Responsible for the supervision, task assignment, task certification, and program management of the Global Force Management Division.

b. Act as the primary contact with the Conventional Joint Force Provider (JS J31) and OPNAV N3 in all matters regarding the command's mission to act as the Navy Global Force Manager.

c. Provide tasking, direction, guidance, and oversight to develop the following:

(1) Development of recommended sourcing solutions for annual rotational Navy force support to CCDR annual force requests.

(2) Development of recommended sourcing solutions for emergent CCDR Requests for Navy forces.

(3) Force tracking and scheduling plans:

(a) Unit schedules in support of annual rotational, emergent Request for Forces (RFF) and contingency operations planning.

(b) Unit schedules in support of LANTFLT exercises, Fleet services and port visits.

(4) TLAM and SM-3 load plans in support of Global Force Management Allocation Plan (GFMAP) requirements.

(5) Operational orders for the deployment of forces tasked via the GFMAP.

(6) Data inputs into the deployment database (JOPES) for Time-Phased Force Deployment (TPFDD) supporting the sourcing of forces to support crisis operations and deliberate/contingency plans.

(7) Component and service level validations in the deployment database (JOPES) supporting operational deployments in support of combatant commander requirements.

(8) Personnel Tempo of Operations (PERSTEMPO) waiver requests to OPNAV for LANTFLT assigned forces.

d. Represent Navy at the quarterly Global Force Management Board (GFMB) hosted by the Joint Staff.

30209 DIVISION CHIEF, OPERATIONAL TRAINING, TRANSITION READINESS AND
CERTIFICATION (N3OTRC)

a. Serve as the principle advisor to N3/N2 in ensuring that assigned deploying units/forces are adequately trained and certified to operate independently or in integrated, multi-unit, multi-force, joint and/or coalition/partner nation environments.

b. Serve as the USFF primary liaison to Commander, Strike Force Training Atlantic (CSFTL) staff for the training and certification of deploying units/forces.

c. Direct and coordinate USFF and TYCOM staff activity as USFF Executive Agent for the development and execution of the Monthly Operational Readiness Report (MORR) and Executive Resource Team (ERT), with responsibility for preparation of all MORR/ERT products. Advise the DCOM-FJO and N2/3 on MORR and ERT issues, to include courses of actions and risk assessments.

d. Execute training certification in the integrated/advance phases of the FRP.

e. Draft and release Letters of Instruction (LOIs) for all deploying units assigned to USFF.

f. Ensure Fleet groups and staffs have achieved the required capabilities-based standards via NMET assessment.

g. When requested by USFF N7, incorporate lessons learned from post-deployment briefs and other sources as necessary to improve Fleet training standards and meet real world requirements.

h. In collaboration with USFF N7 or N5, incorporate forces from other services, Coalition Nations, Partners and U.S. government agencies into Fleet training events.

i. Conduct personnel, equipment, supply, training and ordnance readiness assessments and provide certification recommendations to USFF N3/N2.

j. When required, provide support to Director, CJOS-COE.

CHAPTER 4

COMMAND/STAFF RESPONSIBILITIES AND ORGANIZATION

SECTION 1

**DUTIES AND RESPONSIBILITIES OF THE EXECUTIVE DIRECTOR (ED) AND
PERSONAL STAFF (N02)**

40101 FUNCTIONAL STATEMENT. The Executive Director (ED) supports the COM in carrying out responsibilities to integrate Fleet resources and readiness. ED is responsible for providing accurate assessments of Fleet readiness to CNO, VCNO, DCNOs and other senior OPNAV leaders and communicating the USFF position on Planning, Programming, Budget, and Execution (PPBE) matters to the VCNO and CNO. The ED is supported by the USFF DCOMs and NCCs, TYCOMs, and Numbered Fleet Commanders (NFCs) in the execution of his responsibilities. Additionally, ED and his staff support COMPACFLT through coordination and integration of all Fleet-wide matters. The Executive Director and his personal staff are organized as follows:

- a. Executive Director (N02)
 - (1) Deputy Executive Director (N02B)
 - (2) Executive Assistant (N02A)
 - (3) Administrative Assistant (N02W)
 - (4) OPNAV Liaison (N02C)
 - (5) Division Director, Resources & Readiness Integration (N020)
 - (6) Division Director, Strategy & Analysis (N021)
 - (7) Division Director, FIEP & R3B Management (N022)

40102 EXECUTIVE DIRECTOR (N02)

a. Serve as principal advisor to the COM on all matters regarding integration of planning and programming requirements recommendations of the USFF staff, NCCs, TYCOMs and NFCs. Ensure planning and programming requirements recommendations are balanced and integrated across warfighting, readiness and material, training and manpower capabilities product lines.

b. Serve as Executive Director of the Fleet Integration Executive Panel (FIEP), the 4-Star decision forum focused on Fleet-wide issue adjudication, and chairperson for the Fleet Readiness Requirements Review Board (R3B). Support the FIEP Co-Chairs (COMUSFLTFORCOM and COMPACFLT) to adjudicate and integrate Fleet positions and facilitate 4-Star decisions.

c. Coordinate Fleet participation in U.S. Navy Capability Boards, Resources and Requirements Review Boards, VCNO Boards and 4-Star CNO Executive Boards (CEBs), as well as any other 3 or 4-Star level up-echelon briefings. The ED typically represents USFF and Fleet equities at 3 or 4-Star level Echelon 1 briefings, including 3 or 4-Star level forums throughout the PPBE process (FEA, WCP, SPPs, IPA, IPP).

d. Integrate and evaluate planning, budgeting, and allocation recommendations for near-term resourcing decisions and long-term PPBE execution regarding readiness, material, training, and manpower capabilities.

(1) Direct resource and readiness integration across the USFF staff and Fleet-wide as appropriate.

(2) Responsible for alignment of Fleet readiness reporting products to Echelon 1 and CCDRs.

e. Recommend Fleet/USFF strategies and associated policy guidance for Readiness and Resource Integration.

f. Coordinate with COMPACFLT, NCCs, TYCOMs and NFCs to ensure resource and readiness requirements are integrated into the PPBE process.

g. Ensure effective lines of communication are maintained between the Secretariat, Headquarters U.S. Marine Corps, OPNAV offices, CCDRs, major claimants (suppliers) and the DOD to enable the development of integrated Fleet resources, readiness policies and philosophies.

h. Provide briefings on key program initiatives and present information to Flag Officers, Senior Executive Service (SES) members, appointed executives, congressional staff members, state and local government officials, academia, and other important public and private sector personnel.

i. Provide leadership and advocacy for the SES members assigned to the USFF claimancy.

j. Serve on SES executive panels and advisory committees to represent Fleet equities as required.

k. Advise the COM and COS, when necessary, on Fleet and Staff civilian workforce management issues such as career development, rotational assignments, health and wellness, and training opportunities.

l. Serve as Chairperson of the Senior Executive Advisory Board (SEAB), Senior Fleet Civilian, and Senior Civilian Advisor to the COM. Develop and maintain a charter for the SEAB to develop, shape, and

recommend for consideration Fleet-wide civilian workforce programs and policies.

40103 DEPUTY EXECUTIVE DIRECTOR (N02B)

- a. Serve as the principal advisor to the ED.
- b. Provide oversight and direction to all N02 Division Directors in the daily execution of their duties.
- c. Ensure alignment on resources and readiness integration matters with executive staffs Navy-wide.
- d. Communicate, coordinate, and collaborate with the COM, DCOM-FJO and DCOM-FM/COS executive staffs to ensure alignment.
- e. Serve as the Acting ED in the ED's absence.
- f. Assist in the execution of responsibilities of the ED, including internal tasking assignment/coordination, meeting and conference preparation/execution, and staff communication.

40104 EXECUTIVE ASSISTANT (N02A)

- a. Supervise personnel assigned to N02 staff.
- b. Establish and maintain essential liaison with executives and administrative assistants/aides of various Flag and General Officers with whom ED is required to associate in official, professional, or social matters. This includes personnel attached to senior echelons of other Services, U.S. Government agencies, civilian and foreign dignitaries and similar ranking non-military personnel.
- c. Assist the Deputy ED in execution of his/her duties.
- d. Complete briefings and background material for official ED trips, including necessary official correspondence, and briefs of persons who shall be contacted in the course of events.
- e. Determine and provide the ED's professional requirements for various official visits. Anticipate needs which may arise in these cases and by proper advance liaison prepare for various contingencies.
- f. Assist, as appropriate, in matters requiring the ED's personal attention after hours in the HQ area, or for contacting the ED when not in the immediate area. For these purposes, the officer occupying this billet shall keep designated duty officers informed of the ED's whereabouts for expeditious contact by phone or message.

40105 ADMINISTRATIVE ASSISTANT (N02W). Provide administrative support to the ED as directed by the Deputy ED and EA.

40106 OPNAV LIAISON (N02C). Serve as USFF liaison to OPNAV for all matters regarding integrated Fleet planning, resourcing, programming, readiness/capability assessments and reporting.

40107 DIRECTOR, RESOURCES & READINESS INTEGRATION (N020)

a. Integrate and assess readiness wholeness requirement recommendations of USFF, COMPACFLT, NCCs, TYCOMs and NFCs to develop overarching Fleet Readiness Wholeness Strategy and Policy. Ensure planning and programming recommendations are balanced and integrated among organize, man, train, equip, operate, and maintain product lines.

b. Identify Fleet readiness gaps and required corrective programming enhancements for input into Navy Program development. Oversee Joint and Navy PPBE conduits to champion a consistent Fleet voice.

c. Assess and coordinate review of analytical studies designed to examine Fleet readiness. Provide advice and recommend strategies to gain up-echelon support within the context of the PPBE process.

d. Serve as ED's principal advisor with cognizance over strategic assessment, integration and external articulation of readiness accounts (OMN/OMNR) through the PPBE process.

e. Assess integration of programming requirements and shortfalls of all USFF Program focus topics encompassing readiness wholeness as the overall spokesman for unified Fleet readiness requirements. Integrate and assess all command position statements falling within the USFF readiness domain.

f. Coordinate all Deputy Chief of Naval Operation (DCNO)-level matters pertaining to USFF resources and readiness.

g. Develop and submit an annual BSO 60 Integrated Readiness Plan.

h. Develop and submit an Integrated Fleet Readiness Plan annually for current year and current year plus one to the FIEP for approval and forwarding to CNO. The plan shall include solutions to deliver required force levels at optimal cost, and shall serve as the baseline execution plan for COMUSFLTFORCOM (Budget Submitting Office (BSO 60)) and COMPACFLT (BSO 70).

i. Develop integrated BSO-60 readiness wholeness status reports and Fleet readiness status and assessment briefings.

40108 DIRECTOR, STRATEGY AND ANALYSIS (N021)

a. Develop Readiness and Resource Integration strategies and guidance for USFF staff, USFF claimancy, and subordinate Echelon 3 Commands.

b. Develop alignment and integration products that enable senior leadership to identify, understand, and convey USFF's position on key readiness and resource issues.

c. Coordinate representation, products and support for Fleet participation in CEBs, CEGs, CEB-V, and other related 4-Star level forums. Responsible for 4-Star coordination on Fleet products.

d. Execute the functions and responsibilities of the SEAB. Develop and maintain the SEAB Charter, prepare executive briefs/meeting minutes, track post-meeting action items.

e. Perform directed special projects and develop briefs and point papers on issues that extend beyond the USFF staff's collective knowledge base that support the ED at senior level engagements.

40109 DIRECTOR, FLEET INTEGRATION EXECUTIVE PANEL (FIEP) & FLEET
MANAGEMENT AND ASSESSMENT DIVISION (FMAD) (N022)

a. Oversee and manage planning and decision support to ensure R3B and FIEP integrated management of Fleet readiness, fiscal planning, risk assessment and analysis.

b. Coordinate FIEP Co-Chairs' approval of the annual Integrated Fleet Readiness Plan for current year and current year plus one, for submission to CNO.

c. Develop and submit a monthly Integrated Fleet Readiness Report to the FIEP for forwarding to CNO. Report will depict the current and forward-looking readiness status of the Fleet (BSO 60 and BSO 70). The report serves as the authoritative source of force generation and readiness output for DoD and Joint Staff emergent operational planning and decision-making.

d. Identify, develop and present Fleet-wide readiness issues, including risk assessment and fiscal and operational solutions to the FIEP for decision-making.

e. Collaborate with Fleet stakeholders to ensure integration of strategy, policy and planning recommendations for FIEP approval.

f. Support the ED's role as the Director of the FIEP and Chairman of the Fleet R3B. Develop and maintain the FIEP and R3B instructions in support of the Co-Chairs.

g. Integrate Fleet readiness reporting assessments to ensure alignment across products including but not limited to CNO Monthly Reports, JFRRs, CJA, CRA, QRR, CPI and CCDD IPLs.

CHAPTER 5

COMMAND/STAFF RESPONSIBILITIES AND ORGANIZATION

SECTION 1

**DUTIES AND RESPONSIBILITIES OF THE DEPUTY COMMANDER FOR FLEET
MANAGEMENT/CHIEF OF STAFF (DCOM-FM/COS) AND PERSONAL STAFF (N03)**

50101 FUNCTIONAL STATEMENT. The DCOM-FM/COS supports the COM as primary executive in carrying out the COM's Title 10 responsibilities, as articulated in USFF's Navy Readiness (portions thereof), Navy Warfighting Capability Requirements and Individual Augment (IA) Executive Agent functions. The DCOM-FM/COS will coordinate and/or direct staff activity for manning, training, equipping, and maintaining Fleet operating forces, submitting budgets as a BSO, and executing readiness and personnel accounts to generate required levels of current and future Fleet readiness. The activities of the Fleet Management staff should be in direct support of the Deputy Commander for Fleet and Joint Operations. The activities of the Fleet Management staff should be in direct support of the Deputy Commander for Fleet and Joint Operations. The DCOM-FM/COS and his personal staff are organized as follows:

- a. Deputy Commander for Fleet Management/Chief of Staff (N03)
 - (1) Executive Assistant (N03A)
 - (2) Flag Writer (N03W)
 - (3) Assistant Chief of Staff (N03C)
 - (4) Staff Command Master Chief (N03CMC)
 - (5) Fleet Surgeon and Director, Health Services (N03H)
 - (6) Fleet Marine (N03M)
 - (7) Director, Fleet Religious Programs (N03G)
 - (8) Fleet Historian (N03HIS)
 - (9) Director, Contract Management (N03D)
 - (10) Fleet Safety Officer (N03SAF)
 - (11) Director, Command Services (N03S)

50102 DEPUTY COMMANDER FOR FLEET MANAGEMENT/CHIEF OF STAFF, U.S. FLEET
FORCES COMMAND (N03)

a. Serve as principal assistant and advisor to the COM on all matters related to Fleet Management and coordinate the activities of the command.

b. Exercise such executive authority with respect to USFF as the COM may delegate. Supervise the preparation, promulgation, and execution of plans, orders and other directives related to Fleet Management and ensure they are prepared and executed in conformity with the policies and intentions of the COM.

c. Represent USFF at meetings and conferences as the senior Fleet member of committees, task forces, working groups and similar bodies, and lead Navy oversight committees on various Fleet initiatives.

d. Participate in setting the priorities for major Fleet-wide implementation issues pertaining to all assigned program areas.

e. Provide direction and decisions, in collaboration with COMPACFLT N3/N7, as the delegated Co-Chairman of the Fleet Training Integration Panel (FTIP).

f. Provide briefings on key program initiatives and present information to Flag Officers, SES members, appointed executives, congressional staff members, state and local government officials, academia, and other important public and private sector personnel.

g. Maintain effective lines of communication between the Secretariat, Headquarters U.S. Marine Corps, OPNAV offices, major claimants (suppliers), the DoD and other military services of the Defense/Federal/State/Local Government offices. Develop program policy and procedures and execute operating policies and philosophies.

h. Support the execution of tasks and carry out the direction of the COM through close liaison and communication with subordinate Commanders.

i. Responsible to the COM for ensuring the organization, administration, training, readiness, and operations of the staff are carried out in conformance with the policies, plans, and intentions of the COM.

j. Create HQ business operating model(s) and lead efforts to optimize structures, policies, and mechanisms to ensure HQ staff is effectively and efficiently accomplishing its mission and is aligned with customers and suppliers. Develop program policies, standard procedures, and processes to execute these models.

k. Maximize utilization of the assigned Reserve unit.

50103 EXECUTIVE ASSISTANT (N03A)

a. Supervise personnel assigned to the DCOM-FM/COS's personal staff, specifically the DCOM-FM/COS Flag Writer and the Reserve DCOM-FM/COS Flag Writer when Reserve DCOM-FM/COS is not on orders.

b. Establish and maintain essential liaison with executive and administrative assistants or aides of various Flag and General Officers with whom the DCOM-FM/COS is required to associate in official, professional, or social matters. Included in this category are appropriate personnel attached to senior echelons of other services. A collateral function in similar context is to establish and maintain essential liaison with appropriate assistants of civilian and foreign dignitaries, and with similar personnel of non-military, U.S. government agencies.

c. Assist the DCOM-FM/COS in execution of his duties.

d. Complete briefings and background material for all anticipated activities for the DCOM-FM/COS's official trips, including necessary official correspondence, and briefs of persons who shall be contacted in the course of professional or personal events.

e. Determine and provide the DCOM-FM/COS's professional requirements for various official visits. Anticipate needs which may arise in these cases and by proper advance liaison prepare for various contingencies.

f. Assist, as appropriate, in matters requiring the DCOM-FM/COS's personal attention after hours in the headquarters area, or for contacting the DCOM-FM/COS when not in the immediate area. For these purposes, the officer occupying this billet shall keep designated duty officers informed of the DCOM-FM/COS's whereabouts for expeditious contact by phone or message.

50104 FLAG WRITER (N03W)

a. Provide administrative support to the DCOM-FM/COS as required.

b. Provide administrative support to the DCOM-FM/COS Executive Assistant.

50105 ASSISTANT CHIEF OF STAFF (N03C)

a. Serve as the DCOM-FM/COS's primary assistant in the execution of his COS responsibilities, with delegated authority to coordinate the work of the USFF Staff (to include those Special Assistants who report to the Deputy Commanders and ED), and to delegate work to subordinate Echelon 3 commands.

b. Responsible to the DCOM-FM/COS for the effective operation of the headquarters support staff to include the maintenance of the HQ facilities, the personnel, physical information and industrial

security of the HQ facility, the effectiveness and productivity of the staff to include staff administration.

c. Receive, assign, and track to close-out all Echelon 1 taskers and all internally generated taskers across all elements of the USFF HQ staff. Produce a USFF Enterprise Calendar for use by entire staff by synchronizing the schedules and calendars of the Commander, Deputy Commander for Fleet Operations, Executive Director, and Deputy Commander for Fleet Management/Chief of Staff, Echelon 1 events impacting USFF staff operations, and all internally generated events.

d. Maintains the staff list for Essential Personnel.

e. Promulgate the reporting requirements for essential and non-essential personnel during heavy weather, MHD, DSCA, ATFP and other events.

f. Responsible for coordinating the staff's movement in a COOP.

50106 STAFF COMMAND MASTER CHIEF (N03CMC)

a. Work closely with the COS and ACOS in the dissemination and promotion of command policy.

b. Maintain direct oversight of all programs detailed in OPNAVINST 1306.2 (series).

50107 FLEET SURGEON AND DIRECTOR, HEALTH SERVICES (N03H)

a. Organize, train and equip ready health support forces to meet the healthcare needs and operations of the worldwide Fleet.

b. Provide recommendations on all healthcare matters within the USFF AOR.

c. On order, serve as JFMCC-N Surgeon and stand up JFMCC-N Surgeon cell to execute the health services support mission in the theater of operations.

d. Collect, review, and disseminate medical intelligence for the Fleet.

e. Write and execute the Medical Annexes/Appendices to OPORD for the Fleet Forces Base Case Family of Plans.

f. Establish and codify medical training requirements and verify the medical readiness of the Fleet to respond to crises, contingencies and mobilization for war.

g. Provide fully credentialed Medical Staff personnel for assignment to Fleet ships and units.

h. Produce certified Amphibious Ready Groups/Marine Expeditionary Units and Carrier Strike Groups ready for tasking.

i. Direct medical experiments and initiatives to develop capabilities and support Fleet Concepts and CONOPs development.

j. As directed, provide Fleet health support and force health protection information to external agencies.

50108 FLEET MARINE (N03M)

a. Serve as the senior Marine Officer on the staff. Provide administrative oversight and support for all Marines on USFF staff.

b. Serve as USFF'S Chief Marine Corps advisor with respect to U.S. Marine Corps matters.

c. Facilitate coordination between USFF Staff and appropriate U.S. Marine Corps commands and organizations.

50109 DIRECTOR, FLEET RELIGIOUS PROGRAMS (N03G)

a. Exercise overall responsibility for manning, training, equipping, and certifying Command Religious Programs to meet the religious ministry needs of Fleet personnel.

b. Provide recommendations as principal advisor and Special Assistant to the Commander in order to ensure that the Constitutional rights for accommodation of religious practices are provided and protected; advise on all matters relating to religion, morals, ethics, religious ministries, and the overall morale of Fleet Sailors, USFF staff personnel and their families.

c. Develop and execute training plans, conduct visits, assess, and certify Religious Ministry in Strike Groups, Amphibious Readiness Groups, and independent deployers for global assignment. With respect to religious ministry, gather and evaluate requirements and lessons learned following deployments and revise training, doctrine, and certification criteria.

(1) Advise BSO 60 NFCs and USFF subordinate Commanders, Commanding Officers, and Officers in Charge about religious program policies and practices.

(2) Assess religious ministry programs within the Fleet and USFF in order to accommodate diverse religious needs and support the Fleet goals of personnel and operational readiness. Conducts quality assist visits to commands under USFF claimancy for the purpose of evaluating the effectiveness of command religious programs. Prepare directives as necessary for the administration and the execution of religious programs and policies of the Fleet.

(3) Continually improve Religious Ministry training and readiness effectiveness in execution of the FRP and the Maritime Strategy. Partner with Staff Chaplains and Religious Program Specialists of numbered Fleet Commanders and NCCs to improve Religious Ministries readiness.

d. Direct Religious Affairs, comprising plans, readiness, training, and operations as part of the CTF 20 Staff or as directed in the Fleet's supporting role to Unified and Allied commanders in naval, joint, interagency, combined and multi-national exercises and operations.

e. In coordination with CNIC Staff Chaplain, provide policy and oversee execution of coordinated Religious Ministry in major fleet concentration areas. Also prepare Religious Ministry Annexes to OPORTERS for CONUS shore support and defense support of civil authorities.

f. Review, produce, and codify, in coordination with PACFLT Staff Chaplain, Fleet Religious Ministry requirements, policy and doctrine.

g. Analyze and submit recommendations to USFF (N1) regarding CCDRs demand signals for Navy Religious Ministry individual augments and execute plan for Religious Ministry to IA Sailors and families.

h. Develop and oversee implementation of the execution plan for religious ministry roles and contributions in key initiatives tied to Fleet personnel and operational readiness to include: Operational Stress Control, Standards of Conduct, Suicide Prevention, Tone of the Force, and Sexual Assault Response and Prevention.

i. Provide and facilitate pastoral care for USFF staff personnel.

j. Oversee Fleet Religious Ministry Chaplain and Religious Program Specialist (RPs) professional development and billet alignment.

(1) Assist in developing ministry models within the Fleet.

(2) Monitor billets, manning, billet requirements and subspecialty requirements for chaplains and RPs in all units of the Fleet and advise regarding required changes. Make recommendations to Naval Military Personnel command regarding the appropriate assignment of chaplains and RPs within the Fleet. Coordinate the assignment of inactive duty Reserve chaplains and RPs to USFF Commands.

(3) Guide and counsel chaplains and RPs concerning their professional development. Facilitate the ministry of chaplains via command channels. Maintain communications and conduct conferences for chaplains and RPs within USFF claimancy. Provide for orientation and continued training of all chaplains and RPs assigned to USFF subordinate commands.

(4) Advise OPNAV(N097) on matters requiring their attention concerning religious ministries within the Fleet, particularly those pertaining to Chaplain Corps and RPs community management and civilian Ecclesiastical Endorsing Agent matters.

50110 FLEET HISTORIAN (N03HIS)

a. Serve as the principal advisor to the DCOM-FM/COS on the collection and use of historical information in the Fleet and on the USFF staff.

b. Develop, implement, and monitor Fleet historical policies, plans and programs.

c. Provide appropriate oversight and support to other historians on U.S. Navy staffs that report to USFF.

d. Coordinate historical documentation of the activities of the USFF staff, including the annual Command Operations Report and an oral history program.

e. Encourage and support other staff codes and organizations in using historical information for decision support, cultural context and intelligence, education/instruction, and heritage appreciation activities.

f. Coordinate with the appropriate staff codes and other organizations to improve the effectiveness of existing Fleet policy, processes, and systems in supporting historical documentation requirements.

g. Interact as required with CCDD historical offices concerning Navy forces' support to CCDD historical requirements.

h. Serve as primary point of contact with the U.S. Navy History and Heritage Command on historical matters.

50111 DIRECTOR, CONTRACT MANAGEMENT (N03D)

a. Serve as the principal advisor to the DCOM-FM/COS on all matters relating to BS060 funded contract management of BS060 funding for USFF.

b. Establish Fleet-wide and headquarters staff policy and procedures to obtain and administer contract support.

c. Provide recommendations to the DCOM-FM/COS to resolve contracting issues.

d. Establish and facilitate required contract review boards to review requirements and make recommendations to the DCOM-FM/COS to approve or deny directorate requests for contract support.

e. Perform continual review of contract mechanisms to increase efficiencies, reduce costs and obtain best value procurements.

f. Provide oversight of Echelon 3 contracts and advice and training to Echelon 3 commands and USFF staff personnel on government contract management and ethics.

g. Provide training to designated staff CORs to ensure compliance with applicable acquisition rules and regulations.

h. Provide guidance to directorate personnel in preparation of contract documents.

i. Provide periodic status of contract actions DCOM-FM/COS.

50112 FLEET SAFETY OFFICER (N03FS)

a. Serve as the Safety and Occupational Health (SOH) advisor for USFF. Act as the subject matter expert (SME) on all aspects of (SOH), including occupational safety, traffic, recreational and off-duty (ROD) safety, and Operational Risk Management (ORM) - both ashore and afloat, on and off-duty.

b. Proactively and aggressively engage in and shape U.S. Navy SOH policy development to ensure that policy requirements support USFF mission readiness (based on assessing needs and concerns of TYCOMs and other subordinate commands). Review and provide USFF comments on new and existing SOH, traffic safety, ROD safety, and ORM-related policy changes proposed by higher authority.

c. Develop and promulgate Fleet safety directives, procedures, and guidelines for implementation throughout the USFF claimancy.

d. Serve as liaison and focal point for technical SOH-related communications with higher echelon U.S. Navy SOH staffs, SYSCOM counterparts, Naval Safety Center staff, U.S. Navy and Marine Corps Public Health Center staff, and other SOH professionals from DOD, Federal and State governments, and private organizations to advance and support Fleet SOH programs.

e. Enhance mission readiness by evaluating USFF claimancy mishap data provided by Naval Safety Center, identifying risks, and recommending mitigation procedures and processes to reduce mishaps. Coordinates with Echelon 3 Safety Officers to initiate appropriate actions to improve the effectiveness of the USFF SOH Program to prevent and reduce mishaps.

f. When required, coordinate or initiate operational Class A mishap investigations and ensure Safety Investigation Boards are convened.

g. Coordinate with the BWC for slide preparation and input to the Commander's Update Brief (CUB), as directed by USFF battle rhythm, outlining Class A, B and C mishaps and statistical data and trends.

h. Identify and evaluate best safety (business) practices Navy-wide with potential for high return on investment (ROI) within USFF claimancy. Promulgate Fleet-wide policy that codifies and implements best practices and mitigates potential risks to Fleet readiness.

i. Conduct assist visits of subordinate command SOH programs and provide recommendations for program improvement. Provide SME advice and solutions for resolution of SOH deficiencies above and beyond the activity's capability.

j. Review inspection reports of USFF subordinate commands issued by the U.S. Naval Inspector General NAVOSH Oversight Inspection Unit, President, Board of Inspection and Survey and Federal and State OSH officials. Recommend courses of action for identified SOH deficiencies.

k. Oversee USFF claimancy safety training related to SOH, traffic and ROD safety, and ORM programs, and identify needs to ensure adequate training is available and provided to USFF subordinate command personnel. Solicit subordinate command SOH training needs and provide to the Naval Safety Center annually.

l. Maintain a close working relationship and communication with Safety staff from DASN (Safety), CNO (09FB), Naval Safety Center, COMPACFLT, CNIC, BUMED, NAVFAC, and SYSCOMs to discuss and resolve Fleet-wide SOH issues. Represent USFF and serve as Action Officer on Safety Committees and Working Groups established by higher authority.

m. Serve as USFF Hazard Abatement Program Manager and review and prioritize activity submittals for potential Naval Facilities Engineering Command (NAVFACENGCOM) centralized funding to abate recognized hazards.

n. Provide SOH technical expertise and program guidance on Chemical, Biological, Radiological, Nuclear, Explosive (CBRNE), and Emergency Management operations throughout the USFF claimancy.

o. Solicit, review, and forward command nomination packages to the Naval Safety Center for annual CNO and SECNAV Awards for Achievement in Safety Ashore.

p. Foster Fleet-wide safety awareness through appropriate promotional methods and channels of communication.

q. Consolidate and review Echelon 3 "Top 5" lists of major SOH concerns/deficiencies gathered from annual unit level safety self-assessments. In conjunction with Echelon 3 Safety Officers/Managers, develop improvement plans and strategies to correct identified deficiencies and improve the overall Fleet SOH program.

r. Conduct SOH management evaluations (SOHMEs) of program effectiveness at Echelon 3 commands a minimum of once every three years. Evaluations include reviews of mishap prevention efforts, the self-assessment program, compliance with program requirements and mishap trends evaluation. Review Echelon 3 SOHME processes and make recommendations to standardize, strengthen, and enforce the program in which Echelon 3s and their ISICs conduct subordinate safety-related evaluations.

s. Act as staff liaison with the Commander, Mid-Atlantic Region Sewells Point Safety Officer for provision of Base Operating Support Safety Services to USFF HQ staff.

50113 DIRECTOR, COMMAND SERVICES (N03S)

a. Provide over-arching support to the Fleet Forces command staff and the component UICs that make up the headquarters staff. Serve as principal advisor to the DCOM-FM/COS on all matters relating to assigned program management for the total staff force. Ensure command services are carried out in accordance with policies, plans, and intentions of the COM and DCOM-FM/COS.

b. Manage all staff manpower and manning (military and civilian). Manage and maintain the Activity Manpower Document, staff personnel data base, and recurring billet and position reviews. Control staff officer and enlisted manning/placement and billet assignments and serve as the single liaison with placement representing the staff.

c. Manage the staff budget for both non-labor/labor budget (military/civilian) and management headquarters and in-sourcing initiatives. Develop the annual command-wide headquarters budget and manages its execution. Ensure fiscal resources are aligned to the COM's Guidance and other governing directives.

d. Plan and manage all staff training and professional development efforts. Ensure training and development opportunities for USFF military and civilian staff are geared to improving staff productivity/effectiveness and aligned to the achievement of the COM's intent/direction.

e. Serve as the single liaison for all civilian personnel matters to include, but not limited to, employment, classification, benefits, timekeeping, incentive awards, performance and performance management, evaluation, general civilian information, discipline matters, Equal Employment Opportunity (EEO), and SES management.

CHAPTER 5

COMMAND AND/STAFF RESPONSIBILITIES AND ORGANIZATION

SECTION 2

**DUTIES AND RESPONSIBILITIES OF DEPUTY CHIEF OF STAFF, PERSONNEL
ALLOCATION AND DEVELOPMENT (N1)**

50201 FUNCTIONAL STATEMENT. The N1 Directorate is responsible for carrying out the COM's personnel allocation and development policy and procedure tasks, to include all aspects of manpower requirements determination, program resourcing, manpower structure and organizational alignment, Fleet individual training development, manning distribution, Global Force Management/Individual Augment (GFM/IA) support, civilian human resource management, and Reserve integration. The N1 reports to the DCOM-FM/COS.

a. Deputy Chief of Staff, Personnel Allocation and Development (N1)

(1) Assistant Deputy Chief of Staff, Personnel Allocation and Development (N1B)

(a) Division Chief, Fleet Personnel Resources and Programs (N1D)

(b) Division Chief, Fleet Personnel Allocation and Readiness (N1P)

(c) Division Chief, Individual Augment Support and Family Readiness (N1F)

(d) Division Chief, Fleet Civilian Personnel Programs (N1CP)

(e) Division Chief, Fleet Operational Support(N1R)

(f) Division Chief, Fleet Personnel Programs(N1Z)

(g) Reserve unit assigned: NR USFF PERS MGMT

50202 DEPUTY CHIEF OF STAFF, PERSONNEL ALLOCATION AND DEVELOPMENT (N1)

a. Serve as principal advisor and DCOS to the DCOM-FM/COS on all matters relating to Fleet manpower requirements, funding, manning and personnel policy, and shall execute Fleet responsibilities in these areas. Serve as the single Fleet agent for management and development of Fleet manpower requirements and funding representing personnel requirements to the OPNAV staff with oversight of personnel costs. Oversee daily manning readiness of assigned Navy units, exercising placement authority over active duty positions. Establish Total Force personnel management and development policies that support the mission

and strategic goals of the operating forces. Make recommendations based on analysis to the DCOM-FM/COS in developing and executing organizational structure changes to Fleet Echelon 3 and subordinate activities. Develop plans and execute long-term strategic visions pertaining to organizational structure, personnel employment and human resource strategies.

b. Exercise manpower, personnel and policy responsibilities over USFF subordinate afloat units and shore-based activities. Support the COM and DCOM-FM/COS in executing the functions as the CNO Executive Agent for Individual Augmentees (IA). Determine manpower requirements, funding requirements, and prioritizations for USFF, COMPACFLT, Naval Forces Europe (NAVEUR) and Naval Forces Central Command (NAVCENT) as assigned under the CNO tasking to USFF.

c. Support the ED's PPBE and Fleet Readiness Assessment responsibilities.

d. Designate in writing one O-6 or civilian equivalent to serve as the MOC Personnel and Accountability Center Director.

e. When required, provide support to Director, CJOS-COE.

50203 ASSISTANT DEPUTY CHIEF OF STAFF, PERSONNEL ALLOCATION AND DEVELOPMENT (N1B). Serve as Deputy Director and ADCOS to N1. Serve as the Director in matters within the framework of established policy during N1's absence.

50204 DIVISION CHIEF, PERSONNEL RESOURCES AND PROGRAMS (N1D). Plan strategies, develop policy and disseminate command guidance regarding Fleet manpower and Global Force Management Individual Augment requirements.

a. Serve as lead for Fleet-wide military and civilian manpower issues relating to management of resources and future year programming under the Planning, Programming and Budgeting System (PPBS).

b. Program resources and develop policies to ensure USFF sustains current and future manpower funding readiness levels, in support of a high state of operational capability.

c. Coordinate, plan, and develop the annual USFF POM Total Force Manpower submission to CNO.

d. Develop standardized Fleet-wide policies and reporting procedures.

e. Apply a systematic approach to collecting trend data that supports recommendations and changes to Fleet programming policies or methodologies.

f. Conduct complex analysis to determine U.S. Navy capacity to source CDR requirements and develop a formal response.

g. Develop mission plans and training pipelines for U.S. Navy-owned missions; collects lessons learned and feedback to inform future rotations.

h. Coordinate with USFF N1P and Navy Personnel Command to ensure assigned fills meet joint mission requirements and U.S. Navy business rules.

i. Collect and prepare service to service augmentation requests, forwarding the package and Fleet recommendation to OPNAV N3 review and approval.

j. Apply a systematic approach to collecting trend data that supports recommendations and changes to IA policies and business rules.

k. Conduct complex analysis relative to manpower structuring, collaboration of planning, organizational change and development support, execution, and decision support.

l. Collaborate across the USFF AOR and within this staff to facilitate support for and consensus on manpower changes and organizational transformation issues.

m. Plan, organize and evaluate staff and subordinate command manpower issues and/or NCC issues, and conducts technical reviews of Sponsor Proposals.

n. Track and coordinate Fleet Mission, Functions and Tasks (MFT) and Required Operational Capability/Projected Operational Environment (ROC/POE) reviews.

o. Apply a systematic approach to collecting trend data that supports recommendations and changes to Fleet organizational structures or manpower.

p. Represent the Fleet in the collaborative efforts of identification of performance solutions for individual training.

q. Coordinate the update and review of available training curricula, using Fleet-generated information via certification lessons-learned and feedback from various Fleet stakeholders.

r. Support individual training analysis and the investigation of performance solutions with senior level stakeholders across the U.S. Navy and in other services.

s. Develop Fleet-wide individual training guidance that impacts readiness.

t. Apply a systematic approach to collecting trend data that supports recommendations and changes to individual training policy or improvements in Navy-wide personnel readiness systems.

u. Serve as the USFF agent in conducting the Shore Manpower Requirements Determination (SMRD) Program.

v. Develop and execute Fleet SMRD Program.

w. Ensure manpower requirements are based on activity's BSO approved MFT and identify proper skill sets.

x. Identify activity functions that can be consolidated, transferred, or eliminated and develops issue papers for Fleet decision.

y. Apply a systematic approach to collecting trend data that supports recommendations and changes to Fleet-wide organizations or functions.

50205 DIVISION CHIEF, FLEET PERSONNEL ALLOCATION AND READINESS (N1P)

a. Plans personnel readiness of all U.S. Navy operational forces. Coordinates requirements validation and sourcing for all things related to war mission execution. Responsible for the planning and execution of programs, policies, and initiatives developed within or coordinated by the N1P Division in support of N1 missions and operations.

b. Evaluate the overall adequacy and potential impact of policy conceived by higher authority prior to format issuance. In collaboration with COMPACFLT, develop and publish policy direction for subordinate commands and Commander, Navy Personnel Command (CNPC) for the assignment of enlisted personnel in all U.S. Navy operational forces. Serve as single point of contact for coordinating the USFF position on personnel readiness issues and personnel readiness-related programs originated by external sources (e.g., OSD, Joint Staff, OPNAV, and CCDRs).

c. Develop procedures, provide oversight and execute the manning and training of in lieu of forces supporting missions to which they are assigned. Represent USFF at strategic force development meetings with OPNAV, JCS and NTF commands. Represent USFF in development of business rules associated with personnel requirements validation and sourcing. Perform lead role in determining U.S. Navy mission readiness. Serve as senior advisor to N1 on all matters pertaining to Global Force Management and USFF's role as the U.S. Navy's Global Force Provider.

d. Monitor and determine manning decision impacts on U.S. Navy readiness, training/deployment timing, and process improvement for future personnel rotations. Track manning requirements/fills and

provide analysis and assessment to ensure Fleet Forces role as "force provider" is fulfilled.

e. Execute Fleet personnel readiness analysis and assessment, which profiles personnel in all U.S. Navy operational forces worldwide and direct corrective actions.

f. Execute Navy Manning Plans, the Enlisted Personnel Requisition System (CMS-ID) and associated manning priorities to include prioritization of distributable inventory.

g. Source manpower requirements, tracking and mission planning of all augmentation requirements directly supporting Global War on Terror in response to CCDRs requests.

h. Determine IA and Request for Forces (RFF) sourcing impacts on personnel readiness of all U.S. Navy operational forces worldwide and the sourcing of all individual augments in support of CCDRs operational requirements.

50206 DIVISION CHIEF, IA SUPPORT AND FAMILY READINESS (N1F). Serve as principal advisor to N1 on all matters pertaining to CNO's Executive Agent for Individual Augmentees (IAs). Lead efforts to develop and manage programs pertaining to supporting both IA Sailors and their families. Lead efforts to develop, in collaboration with all stakeholders, an effective IA Continuum of Care program.

a. Under the direction of N1, execute duties as CNO's Executive Agent for Individual Augmentees. Develops execution policy, coordinates efforts and assesses performance of supporting commands. Recommends reallocation of resources when necessary to include managing emergent IA operational issues. Focus areas include GWOT Support Assignments, IA Manpower Management, Reserve Component sourcing/execution, execution of business rules, administrative support, expeditionary OPS support, (CONUS/OCONUS) and mission requirements, IA leadership and training.

b. Focus on IA Health and Wellness. Develop execution policy, coordinates efforts and assesses performance of supporting commands. Focus areas include Command Individual Augmentee Coordinator and command support programs, Return, Reunion and Reintegration program, Combat/Operational Stress Program, Warrior Transition Program, Expeditionary Screening, Family Accountability and Command/Ombudsman Family Support.

c. Execute EA duties regarding data systems, collection and analysis. Provide oversight of existing data systems and coordinate and analyze data collection efforts among supporting commands. Manages IA Pre-Deployment, Boots on Ground Leadership Assessment, Post-Deployment and Return, Reunion, Reintegration (R3) surveys, generating operational metrics and reports to U.S. Navy leadership. Develop and implement new data sources/systems for IA support.

Develops and executes a communication strategy to articulate policy, objectives, and programs of the IA Continuum.

d. Execute Family Health and Wellness programs. Develop execution policy, coordinates efforts, and assesses performance of supporting commands. Focus areas include, Family Deployment Support, Family Readiness Groups, Family Accountability and Command/Ombudsman Family Support.

50207 DIVISION CHIEF, CIVILIAN PERSONNEL (N1CP). Develop and execute command-wide Human Resources (HR) programs responsive to USFF requirements, goals, concerns, and vision. Execute programs including staffing, EEO, Labor and Employee Relations, Classification and Position Management, Civilian Leadership Development, and Employee Development. Execute initiatives in strategic HR planning, work force shaping, base realignment and closures, restructuring, regionalization, consolidation, competitive sourcing, privatization, contracting out, information technology innovations, and foreign national operations. Conduct annual assessment of USFF civilian human capital programs. Review and evaluate effectiveness of personnel management and EEO within the USFF claimancy through program guidance, planned staff visits, command inspections, and other methods. Initiate action leading to the resolution of specific civilian personnel and EEO management issues throughout USFF claimancy.

50208 DIVISION CHIEF, FLEET OPERATIONS SUPPORT (N1R)

a. Serve as principal advisor to N1 on all U.S. Navy Reserve matters relating to Fleet manpower requirements, funding, manning and personnel policy, and shall execute Fleet responsibilities in these areas. Serve as the Fleet's Navy Reserve Operational Support Officer for coordinating Reserve affairs when establishing Total Force personnel management and development policies that support the mission and strategic goals of the operating forces. Develop, plan and execute long-term strategic visions pertaining to Reserve Component organizational structure, personnel employment, capabilities, and human resource strategies.

b. Exercise manpower, all aspects of reserve funding both MPN and RPN, and personnel and policy responsibilities over USFF units, subordinate afloat units, and shore-based activities. Exercise authority for manpower requirements and funding prioritization for the Fleet, coordinating with COMPACFLT as appropriate.

c. Maximize the utilization of the assigned Reserve unit.

50209 DIVISION CHIEF, FLEET PERSONNEL DEVELOPMENT (N1Z)

a. Develop and manage new concepts and innovative personnel development programs to continue to improve Fleet readiness, effectiveness, and primacy. Execute program strategic planning, oversight and guidance on all personnel development programs to include, but not limited to Fleet Retention, Standards and Conduct,

Substance Abuse Prevention, Suicide Prevention, Physical Readiness, Equal Opportunity programs, Personnel Services Support programs and Navy Uniform matters.

b. Lead efforts to optimize structures, policies and mechanisms to ensure the USFF AOR is effectively and efficiently accomplishing its personnel development mission and aligned with customers and suppliers. Liaison with OPNAV N1/NT, Naval Personnel Command, Naval Education and Training Command, COMPACFLT, Naval Personnel Development Command, and subordinate staffs as required.

c. Develop and manage core areas of standards and conduct to include, Sailor Relations, Substance Abuse Prevention, and Culture of Health. Develop strategies and program initiatives to ensure the highest level of operational mission readiness by effecting positive cultural/behavioral changes in every Sailor and every unit. Provide guidance and oversight to three standards and conduct core areas and cross-functional Executive Steering Committee (ESC). Liaison with USFF Staff and external organizations as necessary to support standards and conduct initiatives.

d. Provide oversight, guidance on policy and strategies to reduce incidents of substance abuse across USFF. Provide leadership guidance and accurate analysis regarding the impact of substance abuse on Sailors and their commands through Fleet Concentration Area visits, forums and other means of communication.

e. Direct, coordinate, monitor and prioritize the Fleet Alcohol and Drug Prevention Program policies and functions. Establish metrics and performs analyses to evaluate the effectiveness of plans, programs, and policies for achieving reductions in substance abuse incidents and discharges. Facilitate substance abuse training, assesses prevention programs to maintain personnel and command readiness, and performs as the principal advisor to Fleet N1 regarding substance abuse trends and initiatives.

f. Provide oversight, guidance on policy and strategies to reduce incidents of suicide, suicidal gestures and ideations across USFF. Provide guidance to USFF subordinates regarding programs and initiatives available to Sailors and their commands through Fleet Concentration Area visits, forums and other means of communication. Provide recommendations to senior U.S. Navy leadership and the Fleet Commander on changes to policies affecting suicide prevention programs.

g. Manage, guide, and develop policy recommendations for U.S. Navy and Fleet Retention and Career Development Programs. Create, develop, and provide strategies and experiences to prepare key senior U.S. Navy Counselors for future assignments. Develop briefing reports and documents for senior leadership. Oversee career transition programs for Fleet Sailors. Consult with Echelon 1, 2, and 3 counselors on all initiatives.

h. Provide leadership, oversight, and direction to HQ staff and USFF subordinate commands on all issues and concerns involving Equal Opportunity, Sexual Harassment, and Hazing. Provide leadership, oversight, and direction to USFF subordinate commands on diversity policies and programs, establishing and promoting diversity programs which support CNO and USFF Diversity Strategies.

CHAPTER 5

COMMAND/STAFF RESPONSIBILITIES AND ORGANIZATION

SECTION 3

**DUTIES AND RESPONSIBILITIES OF DEPUTY CHIEF OF STAFF, FLEET ORDNANCE
AND SUPPLY (N41)**

50301 FUNCTIONAL STATEMENT. The Fleet Ordnance and Supply Directorate (N41) implements, manages, and oversees programs required to deliver ready platforms and systems to the CDR. N41 will carry out tasks to develop Fleet ordnance and supply requirements processes as represented within the Programming, Planning, Budgeting and Execution (PPBE) construct, in support of Fleet operational readiness. Through broad engagement across the Fleets, the TYCOMs, the U.S. Navy enterprise, and civil-military domain, the Ordnance and Supply Directorate will sustain current readiness, shape future readiness, and foster platform and system wholeness. The N41 reports to the DCOM-FM/COS. The Divisions of the Fleet Ordnance and Supply Directorate are organized as follows:

- a. Division Chief, Fleet Ordnance Logistics (N411)
- b. Division Chief, Fleet Supply Operations/Fleet Services (N412)
- c. Division Chief, Logistics Operations, Plans, and Policy (N413)
- d. Reserve unit assigned: NR USFF LOGISTICS

50302 DEPUTY CHIEF OF STAFF, FLEET ORDNANCE AND SUPPLY PROGRAMS (N41)

- a. Serve as the Fleet Supply Officer and principal advisor to the DCOM-FM/COS on all matters relating to Fleet ordnance and supply.
- b. Represent the COM and DCOM-FM/COS in matters involving Fleet ordnance and supply accounts.
- c. Support the ED's PPBE and Fleet Readiness Assessment responsibilities.
- d. Develop Fleet ordnance, supply, and logistics policies, requirements, processes, programs, and alignments in support of operational readiness. In coordination with the Fleet Maintenance Officer, integrate and advocate Fleet readiness requirements, including maintenance requirements, in support of Fleet Readiness POM submissions.
- e. Provide down-echelon direction and oversight and up-echelon inputs on all matters pertaining to Fleet ordnance, supply, and readiness accounts.

f. Serve as the Fleet Supply Officer. Develop, coordinate, promulgate, and administer supply, petroleum, and transportation policies and procedures pertaining to the logistics support of assigned forces.

g. Serve as USFF focal point for logistics coordination. Develops logistics plans and policies and coordinates staff action on logistics policy matters, to include:

(1) Develop and coordinates Fleet policy pertaining to ordnance logistics, mines, ASW weapons, and Non-Combat Expenditure Allocation (NCEA).

(2) Develop and delivers tools, systems, and other resources that optimize logistics systems responsiveness to the warfighter, and ensures completion of corrective action.

(3) Provide recommendations for the conduct of war based on analysis of logistics aspects of general and contingency war plans. Reviews the Navy's Capabilities and Mobilization Plan in support of OPNAV N4, and issues appropriate logistics guidance for mobilizing manpower and facilities. Determine logistics requirements and plans for sealift, material, facilities, healthcare, and services, including quantities, types, times, places, and priority of need.

(4) Streamline logistics processes to optimize the support infrastructure and improve readiness. Promote the broad application of best practices to logistics processes and programs, and aligns resources to improve support to the warfighter. Where possible, apply these practices in support of system modernization and the procurement of improved Fleet warfighting capability.

(5) Plan, assess, and advise the DCOM-FM/COS on training programs affecting logistics support and material readiness programs that prepare active and reserve component personnel for combat. Coordinates with N1 to ensure sufficient numbers of trained personnel are provided to support N41-sponsored activities.

(6) In cooperation with SYSCOMs and TYCOMs, support OPNAV N4 in coordinating afloat and shore logistics matters to ensure that adequate afloat tactical logistics guidance and support is available to the Fleet.

h. Prepare and coordinate all command position statements falling within Fleet ordnance, supply, and logistics portfolios.

i. Ensure compliance with explosive safety requirements, and provide Navy representation to the DoD Explosive Safety Board.

j. Provide reach-back support policies, OPLANS, CONPLANS, SUPPLANS, and OPORDERS for CTF 20, when assigned as Joint Task Force Headquarters (JTF HQ) or JFMCC.

- k. Determine logistical requirements and coordinates logistical policy with Strike Group Commanders, NCCs and/or CCDRs.
- l. Provide logistical oversight to naval, joint, and/or combined operations, contingencies, and exercises.
- m. Serve as principal advisor for petroleum, oil, and lubricant (POL) matters.
- n. Support and participate in CCDRs' exercise programs.
- o. In coordination with COMPACFLT, articulate integrated, authoritative Fleet ordnance, supply and, logistical requirements to the CNO.
- p. Serve as the MOC Logistics Readiness Center Director.
- q. Maximize the utilization of the assigned Reserve Unit.

50303 ASSISTANT DEPUTY CHIEF OF STAFF, FLEET ORDNANCE AND SUPPLY (N41B)

- a. Serve as the principal assistant and advisor to the DCOS (N41) and act in the absence of N41.
- b. Lead a variety of technical, managerial, and organizational issues affecting all aspects of supply, ordnance, and logistics management.

50304 DIVISION CHIEF, FLEET ORDNANCE LOGISTICS (N411)

- a. Review and update ordnance estimates, appraisals, and plans, and updates annexes to USFF OPLANS and OPORDs.
- b. Develop staff policies and actions related to ordnance activities aligned administratively to USFF.
- c. Analyze studies pertaining to Fleet ordnance support in order to enhance ordnance management and ordnance safety.
- d. Coordinate ordnance operations and planning matters with other commands.
- e. Develop Fleet policy pertaining to ordnance logistics, mines, and ASW weapons.
- f. Assist subordinate commands in matters of safety pertaining to ordnance or hazardous materials/substances.
- g. Ensure compliance with explosive safety requirements, and provide Navy representation to the DoD Explosive Safety Board.

50305 DIVISION CHIEF, FLEET SUPPLY OPERATIONS/FLEET SERVICES (N412)

- a. Develop and coordinate staff policies and actions related to supply support units aligned administratively to USFF.
- b. Represent Fleet equities in readiness-related analytical studies pertaining to supply, logistics, and other directed topics.
- c. Advise USFF leadership on shore establishment supply management policies of interest and on matters pertaining to supply support furnished to the Fleet by shore activities.
- d. Monitor the performance of supply and transportation functions involving ships, shore stations, and overseas bases. Exercise technical supervision over Fleet supply and transportation functions.
- e. Supervise and administer postal services within the USFF Area of Responsibility.
- f. Provide direct oversight for all Fleet Maintenance/Logistics Automated Information Systems (AIS) enhancements, and interaction with the Logistics Information Technology (IT) Executive Committee (EXCOMM)-chartered Maintenance and Supply Working Group (MSWG).

50306 DIVISION CHIEF, LOGISTICS OPERATIONS, PLANS, AND POLICY (N413)

- a. Review supply estimates, appraisals, and plans, and updates annexes to USFF OPLANs and OPORDs.
- b. Support and coordinate all reserve support for USFF N41 and LRC requirements.
- c. Coordinate USFF Logistics Readiness Center actions and assignment of watch standers to oversee logistics planning, monitoring, analysis, support, direction, and sustainment during JTF and JFMCC exercises and operations.
- d. Prepare operational logistics OPORD Annexes, Reporting Directives, and Planning Orders.
- e. Perform logistical oversight of subordinate operational commands, to include CSGs and, ESGs/ARGs assigned to CTF-20, NSAWC and CSFTL.
- f. Provide Logistics Material Readiness monitoring and liaison with TYCOMs for all Fleet units under CTF 20.
- g. In cooperation with logistics specialists from other services and agencies, plan and execute expeditionary logistics in order to sustain a broad array of military operations.

CHAPTER 5

COMMAND/STAFF RESPONSIBILITIES AND ORGANIZATION

SECTION 4

**DUTIES AND RESPONSIBILITIES OF DEPUTY CHIEF OF STAFF, FLEET
MAINTENANCE (N43)**

50401 FUNCTIONAL STATEMENT. The Fleet Maintenance Directorate (N43) is responsible for implementing, managing, and overseeing maintenance programs required to deliver ready platforms and systems to the CCDRs. N43 has Fleet wide responsibility for identifying, consolidating and prioritizing Fleet maintenance requirements in conjunction with COMPACFLT staff (N43) in support of the COM's requirement to be the single Fleet voice and point of submission of resource requirements to CNO. N43 will carry out tasks to develop Fleet maintenance policies, requirements, processes, programs, and alignments to support Fleet warfighters. Through broad engagement across the Fleets, the Type Commanders, and civil-military domain, the Fleet Maintenance Directorate will sustain current readiness, shape future readiness, and foster platform and system wholeness. The N43 reports to the DCOM-FM/COS. The Divisions of the Fleet Maintenance Directorate are organized as follows:

- a. Division Chief, Surface Maintenance (N431)
- b. Division Chief, Submarine Maintenance (N432)
- c. Division Chief, Aviation Maintenance (N433)
- d. Division Chief, Technical (N434)
- e. Division Chief, Financial and Industrial (N435)
- f. Division Chief, C5I Maintenance (N436)
- g. Division Chief, IT Maintenance (N437)
- h. Division Chief, CVN Maintenance (N438)

50402 DEPUTY CHIEF OF STAFF, FLEET MAINTENANCE (N43)

a. Serve as the Fleet Maintenance Officer (FMO). Formulate and recommend policy on long-range planning, programming, and budgeting of ship, submarine, and aviation maintenance and material readiness, to include providing direct oversight of all financial matters pertaining to coordination, with COMPACFLT (N43), of the Navy's annual ship maintenance budget submission. Ensure accuracy and adequacy of execution year budgets and funds provided to the Fleet for ship maintenance programs. Formulate and recommend policy on Fleet ship maintenance and modernization procedures, including ship repair overhauls, alterations, salvage, stripping, and disposal.

b. Represent the DCOM-FM/COS and the Fleet Commander in matters involving Fleet maintenance.

c. Support the Executive Director's PPBE and Fleet Readiness Assessment responsibilities.

d. Provide Fleet, ship and submarine maintenance, funding, policies, procedures, and technical oversight.

e. Determine capabilities of naval shipyards, Navy aviation depots, Regional Maintenance Centers (RMCs), and other ship repair sources - both ashore and afloat, public and private - to execute planned maintenance and repair.

f. Co-chair (with COMPACFLT FMO) the Joint Fleet Maintenance Manual Evaluation Board.

g. Co-chair (with COMPACFLT FMO) Fleet Maintenance panels and boards supporting the Fleet Integration Executive Panel.

h. Provide direct interaction and oversight of both the Regional Maintenance Center and Naval Shipyard panels and boards.

i. Direct Fleet Maintenance Activity (FMA) operations, infrastructure investments, and support systems.

j. Validate all USFF Maintenance Activity Capability Plan submissions and coordinates with COMPACFLT (N43) to ensure all Fleet maintenance budgetary requirements are fully validated from a Joint-Fleet perspective prior to submission to OPNAV (N43).

k. Represent the Fleet Commander and DCOM-FM/COS in matters of Fleet maintenance, and provide continuity of Fleet maintenance operations and policies across the Fleet maintenance domain.

l. Provide guidance on U.S. Navy maintenance training. Oversees maintenance process improvement initiatives to increase operational availability. Monitor metrics to provide analytical information on platform material readiness.

m. Develop the Fleet Modernization Program (FMP) in cooperation with TYCOMs, SYSCOMs, and OPNAV.

n. Engage OPNAV N4 staff on ship maintenance readiness slides used in the monthly USFF Readiness Report provided to CNO.

o. Provide direct oversight of all Fleet Maintenance/Logistics Automated Information Systems (AIS) enhancements and interaction with higher authority executive committees and working groups.

p. Inform USFF leadership of emergent safety issues related to platform and system material condition and maintenance.

q. Coordinate repairs to foreign vessels under the Security Assistance program.

r. Support (in cooperation with NAVSEA 00C, Supervisor of Salvage) ship salvage, deep recovery operations, and all other diving matters.

s. In partnership with COMPACFLT (N43), develop and articulate integrated, authoritative Fleet maintenance policy and requirements to CNO.

50403 ASSISTANT DEPUTY CHIEF OF STAFF, FLEET MAINTENANCE (N43B)

a. Serve as the principal assistant and advisor to the DCOS (N43) and act in the absence of N43.

b. Lead a variety of technical, managerial, and organizational issues affecting all aspects of Fleet maintenance.

50404 DIVISION CHIEF, SURFACE MAINTENANCE (N431)

a. Ensure that surface ship maintenance and modernization programs are integrated, compatible, balanced, and effective.

b. Coordinate preparation and presentation of all surface ship maintenance and modernization requirements through all phases of the PPBE and associated review processes.

c. Coordinate Fleet surface ship depot-level availability schedules, working with OPNAV N4, COMNAVSEASYS COM, and CNSL.

d. Address surface ship maintenance challenges, including the integration of modernization in ship maintenance. Develop and establish ship maintenance repair policy and maintenance scheduling COAs to provide FRP Operational Availability (Ao) options.

e. Maintain a schedule of surface ship depot availabilities and dry dockings.

f. Develop improved Fleet readiness assessment methodologies in order to enable the consistent measuring of cost-wise readiness and to facilitate adaptive planning/modeling as applied to surface ships.

g. Provide direct oversight of material readiness issues with significant impact to operations, such as Casualty Reports (CASREPs), Operational Reports (OPREPs), and Situational Reports (SITREPs) for surface ships.

h. Ensure that surface ship maintenance infrastructure is appropriately sized and that appropriate resources are available and employed to provide CNSL with cost-effective ship maintenance and modernization that meets Ao FRP demand and expected service life (ESL) requirements.

i. Conduct analyses of surface ship availability execution progress and industrial activity performance. Provide analysis of maintenance availabilities in execution with regard to cost, schedule, and maintenance activity performance.

j. Maintain up-to-date status of all surface ship deferred maintenance, by fiscal year, including funding requirements.

k. Coordinate Fleet evaluation of public and private industrial base capacity and surface ship maintenance workload distribution in support of the FMBOD.

l. Maintain oversight of TYCOM-led surface ship maintenance programs. Provide support for investigation and resolution of technical and management problems and resolution of resource deficiencies.

m. Provide Fleet representation in support of surface ship availability planning and execution.

n. Provide recommendations based on analysis of all C3 and C4 CASREPs for surface ships.

50405 DIVISION CHIEF, SUBMARINE MAINTENANCE (N432)

a. Ensure that submarine maintenance and modernization programs are integrated, compatible, balanced, and effective.

b. Coordinate preparation and presentation of all submarine maintenance and modernization requirements through all phases of the PPBE and associated review processes.

c. Coordinate Fleet depot-level nuclear submarine availability schedules, working with OPNAV N4, COMNAVSEASYS COM, NAVSEA 08, and CSL.

d. Develop and establish submarine maintenance repair policy and maintenance including scheduling COAs to provide FRP Operational Availability (Ao) options.

e. Maintain a schedule of Fleet submarine depot availabilities and dry dockings.

f. Develop improved Fleet readiness assessment methodologies in order to enable the consistent measuring of cost-wise readiness and to facilitate adaptive planning/modeling as applied to submarines.

g. Provide direct oversight of material readiness issues on submarines with significant impact to operations, such as CASREPs, OPREPs, and SITREPs.

h. Ensure that submarine maintenance infrastructure is appropriately sized and that appropriate resources are available and

employed to provide CSL with cost-effective sub maintenance and modernization that meets Ao FRP demand and ESL requirements.

i. Conduct analyses of submarine availability execution progress and industrial activity performance. Provide analysis of maintenance availabilities in execution with regard to cost, schedule, and maintenance activity performance.

j. Maintain up-to-date status of all deferred submarine maintenance, by fiscal year, including funding requirements.

k. Coordinate Fleet evaluation of industrial base capacity and submarine maintenance workload distribution in support of the FMBOD.

l. Maintain oversight of CSL-led submarine maintenance programs. Provide support for investigation and resolution of technical and management problems and resolution of resource deficiencies.

m. Provide Fleet representation in support of submarine availability planning and execution.

n. Provide recommendations based on analysis of all C3 and C4 CASREPS for submarines.

50406 DIVISION CHIEF, AVIATION MAINTENANCE (N433)

a. Coordinate aircraft depot-level availability schedules, working with OPNAV N4, COMNAVAIRSYSCOM, and CNAL.

b. Address aircraft maintenance challenges, including the integration of modernization in aircraft maintenance. Develop and establish aircraft maintenance repair policy and maintenance scheduling COAs to provide FRP Operational Availability (Ao) options.

c. Provide direct oversight of aircraft material readiness issues with significant impact to operations, such as CASREPs, Red Stripe Messages, OPREPs, and SITREPs.

d. Ensure that aircraft maintenance infrastructure is appropriately sized and that appropriate resources are available and employed to provide CNAL with cost-effective aircraft maintenance and modernization that meet Ao FRP demand and ESL requirements.

e. Maintain oversight of CNAL-led aircraft maintenance programs. Provide support for investigation and resolution of technical and management problems and resolution of resource deficiencies.

f. Provide Fleet representation in support of aircraft availability planning and execution.

50407 DIVISION CHIEF, TECHNICAL PROGRAMS (N434)

- a. Develop, improve, and monitor material inspections, assessments, certifications, and visits to establish common processes to assess ship material condition readiness in order to provide cost-wise readiness and to allow the sharing of ship material condition data. Serve as primary INSURV liaison for programmatic issues.
- b. Provide guidance on Navy maintenance training.
- c. Develop, promulgate, and implement maintenance policy, processes, and procedures to include 3M, Quality Assurance and other preventive maintenance actions. Update and maintain the Joint Fleet Maintenance Manual (JFMM). Serve as the USFF liaison for Fleet Modernization Program requirements with OPNAV, COMNAVSEASYSOM, and COMSPAWAR.
- d. Coordinate analyses of ship life cycle maintenance plans (Class Maintenance Plans) and designated engineering operating cycles (ship maintenance schedules). Make recommendations for changes or improvements that support reducing total ownership cost, and ensures ships reach the intended service life.
- e. Develop, enhance, and monitor maintenance process improvement initiatives for chronic maintenance issues (Top Management Attention & Top Management Initiatives) to increase operational availability, increase mean time between failures, and decrease mean logistics delay time. Serve as Fleet point of entry for the System Commands to address technical and logistics issues.
- f. With support from stakeholder program offices, ensure resources for, and oversee the development, testing, implementation, and updating of, the Maintenance Figure of Merit (MFOM) metrics program.
- g. Develop architectures and implement programs for cost-wise readiness data input, storage, and reporting (e.g., MFOM and Total Force Integrated Readiness Measurement (TFIRMs)).
- h. Monitor, evaluate, and develop metrics to provide analytical information on ship material readiness. Develop and issue the necessary reports to identify material readiness issues with significant impact to operations, cost, or training.
- i. Review planning, programming, budgeting, and execution funds associated with Messing and Berthing Barges. Provide evaluation and recommendations for budget modifications over the budget cycle.
- j. Review and implement maintenance related programs for cost-wise readiness data input, storage, and reporting.
- k. Issue a report to USFF leadership each work day identifying those Fleet CASREPs with significant operational, cost, or training impacts.

50408 DIVISION CHIEF, FINANCIAL AND INDUSTRIAL (N435)

a. Execute primary cognizance over all financial matters pertaining to coordination of the USFF annual maintenance budget submission. Direct, through close coordination with other N43 personnel, all budgetary matters, including the planning, programming, budgeting, and execution for:

(1) Regional Maintenance Centers (RMCs).

(2) Naval Shipyards.

(3) Repair of Other Vessel (ROV) funds for active Fleet and Naval Reserve Force (NSF) ships and selected craft.

(4) Contractor Industrial Services (CIS).

(5) Messing and Berthing Program.

(6) Restricted, technical, and CNO availability funds for active Fleet and NRF ships and selected craft.

b. Determine relative priorities of requirements and appropriate distribution for the funds described above, and take lead in adjudication across control recipients.

c. Validate program requirements for Fleet ship maintenance funds and recommends approval or changes thereto.

d. Execute program and apportionment preparation and required justification.

e. Direct the preparation of Fleet maintenance activity budget documents and necessary justification.

f. Maintain close liaison with the Fleet Comptroller concerning the allocation and obligation of funds for the repair and modernization of assigned ships and selected craft.

g. Coordinate Fleet Maintenance Division financial actions that cross functional lines and encompass platform enterprises (e.g., surface, air, submarine).

h. Validate all USFF maintenance activity Capability Plan submissions and, in conjunction with COMPACFLT (N43), ensure that all Fleet maintenance program requirements are fully validated from a joint Fleet perspective prior to submission to OPNAV (N43). Serve as lead for the Four-Party Working Group responsible for configuration management of ship maintenance-related Capabilities Plans.

i. Serve as the Fleet Maintenance Officer's representative on the Regional Maintenance Center-Board of Directors (RMC-BOD).

j. Serve as the Fleet Maintenance Officer's representative on the Mid-Atlantic Local Board of Directors (MA-LBOD).

k. Maintain close liaison with OPNAV (N43) regarding all programming and budgetary issues.

l. Coordinate Fleet evaluation of public and private industrial base capacity and ship maintenance workload distribution in support of the Fleet Maintenance boards, panels and other higher authorities.

m. Provide financial analysis of all platform programs and support platform Branch Heads as necessary with respect to all financial, budget, and program issues.

n. Analyze and recommend changes to Fleet maintenance policies and processes at the Naval Shipyards, Regional Maintenance Centers, and other ship repair facilities.

50409 DIVISION CHIEF, C5I MAINTENANCE (N436)

a. Serve as the primary point of contact for all matters related to Command, Control, Communications, Computers, Combat Systems, and Intelligence (C5I) equipment maintenance programs.

b. Maintain primary cognizance and initiate action for all shipboard C5I System maintenance matters in the TMA/TMI process with NAVSEASYSKOM.

c. Serve as USFF N43 action officer for all matters relating to the operation and maintenance of the Fleet Distance Support Program.

d. Assist in the direction, review, and coordination of the USFF Test and Monitoring Systems (TAMS), including Micro Miniature Repair (2M) and Automatic Test Equipment (ATE).

e. Serve as Chairman of the Navy's Troubled Systems Process (TSP) Board and the Ship Combat System Maintenance Managers Conference.

f. Serve as the USFF representative for C5I systems maintenance programs (e.g., EMI, TEMPEST, 2M, etc.).

g. Serve as N43 representative to the Naval C5I Modernization Conference (NCCM) and interim update meetings.

h. Oversee the inspection and certification of 2M repair facilities and technicians in concert with the common assessment program.

50410 DIVISION CHIEF, IT MAINTENANCE (N437)

a. Coordinate Fleet Maintenance/Logistics Automated Information Systems (AIS) enhancements.

(1) Provide technical and management support on the use and application of AIS at Fleet Activities.

(2) Provide technical support and advice on the development, testing, deployment, and life cycle management of all new or enhanced AIS used in support of Fleet Maintenance.

(3) Coordinate Fleet user acceptance testing for maintenance data systems.

(4) Coordinate reviews and Fleet acceptance of life cycle management plans developed by AIS Functional or Program Managers.

b. Manage Navy Maintenance and Supply functional requirements, to include:

(1) Identify and maintain requirements baselines.

(2) Coordinate functional requirements.

(3) Map information AIS to functional requirements.

(4) Analyze mapping for potential system overlaps.

(5) Prioritize requirements in support of the POM/PR process.

c. Serve as Fleet Maintenance Action Officer for higher authority IT related executive committees and working groups.

d. Serve as command Fleet IT Maintenance/Logistics Portfolio Manager in support of the OPNAV Functional Area Manager (FAM) process.

(1) Maintain decision authority for all proposed additions to the USFF claimancy logistics portfolio of IT applications.

(2) Manage the Fleet IT portfolios to ensure proposed portfolio changes are aligned with the Logistics IT Strategy.

(3) Perform IT analysis/assessments of portfolio applications.

(4) Oversee system/application reductions.

(5) Support OPNAV and NETWARCOM directed data calls.

e. Serve as Fleet Maintenance technical representative and liaison to organizations involved in the development of AIS for fleet maintenance and the execution of IT related Business Process Improvements (BPI).

(1) Serve as a change agent to remove IT related BPI barriers.

(2) Assist in the implementation IT related BPI across the Fleet.

(3) Develop USFF instructions, notices, directives and guidelines for IT driven BPI.

(4) Oversee the development of training and reference material for BPI/standardizations and the effective use of Maintenance/Logistics systems.

(5) Coordinate with Navy ERP, SMLIS, NEMAIS, NTCSS, NDMS, and other program offices on the development and deployment of maintenance/logistics systems.

(6) Serve as the division liaison with USFF (N6) and NETWARCOM for IT development.

(7) Partner with COMPACFLT and USFF (N41) in the evaluation of Maintenance/Logistics IT systems issues and concerns.

50411 DIVISION CHIEF, CARRIER MAINTENANCE (N438)

a. Ensure that CVN maintenance and modernization programs are integrated, compatible, balanced, and effective.

b. Coordinate preparation and presentation of all CVN maintenance and modernization requirements through all phases of the PPBE and associated review processes.

c. Coordinate CVN availability schedules, working with OPNAV N4, COMNAVSEASYS COM, NAVSEA 08, and CNAL.

d. Address CVN maintenance challenges, including the integration of modernization in CVN maintenance. Develop and establish CVN maintenance repair policy and maintenance scheduling COAs to provide FRP Operational Availability (Ao) options.

e. Maintain a schedule of CVN depot availabilities and dry dockings.

f. Develop improved Fleet CVN readiness assessment methodologies in order to enable the consistent measuring of cost-wise readiness and to facilitate adaptive planning/modeling.

g. Provide direct oversight of CVN material readiness issues with significant impact to operations, such as CASREPs, OPREPs, and SITREPs.

h. Ensure that CVN maintenance infrastructure is appropriately sized and that appropriate resources are available and employed to provide CNAL with cost-effective CVN maintenance and modernization that meet Ao FRP demand and ESL requirements.

i. Conduct analyses of availability execution progress and industrial activity performance. Provide analysis of maintenance

availabilities in execution with regard to cost, schedule, and maintenance activity performance.

j. Maintain up-to-date status of all deferred CVN maintenance, by fiscal year, including funding requirements.

k. Coordinate Fleet evaluation of industrial base capacity and CVN maintenance workload distribution in support of the FMBOD.

l. Maintain oversight of CNAL-led CVN maintenance programs. Provide support for investigation and resolution of technical and management problems and resolution of resource deficiencies.

m. Provide Fleet representation in support of Carrier Team One availability planning and execution.

n. Provide recommendations based on analysis of all C3 and C4 CASREPS for CVNs.

CHAPTER 5

COMMAND/STAFF RESPONSIBILITIES AND ORGANIZATION

SECTION 5

**DUTIES AND RESPONSIBILITIES OF DEPUTY CHIEF OF STAFF, FLEET
INSTALLATIONS AND ENVIRONMENT (N46)**

50501 FUNCTIONAL STATEMENT. The Fleet Installations and Environment Directorate (N46) implements, manages, and oversees programs required to deliver ready platforms and systems to the Combatant Commanders by leading FIEP efforts to integrate infrastructure planning, infrastructure risk management, and infrastructure readiness across Type Commands and to provide synchronization between them and the Enabling Providers. N46 also implements guidance, direction, and statutes pertaining to environmental policies, requirements, and programs, ensuring alignment in support of current and future Fleet readiness. N46 accomplishes these tasks by coordinating necessary actions among internal and external staffs, Regional Commanders, CNIC, TYCOMs, SYSCOM, CNO, ASN (E,I&E), and other agencies as appropriate. The N46 reports to the DCOM-FM/COS. The Divisions of the Fleet Installations and Environment Directorate are organized as follows:

- a. Division Chief, Shore Readiness (N464)
- b. Division Chief, Environmental Readiness (N465)

50502 DEPUTY CHIEF OF STAFF, FLEET INSTALLATIONS AND ENVIRONMENT (N46)

- a. Serve as primary USFF point of contact and interface with representatives from OSD, CCDRs, CNO, CNIC, TYCOMs, Office of Legislative Affairs (OLA), and other claimants on BRAC, shore footprint reduction, and shore and environmental readiness issues.
- b. Represent the DCOM-FM/COS and the Fleet Commander in matters involving shore and environmental readiness.
- c. Support the ED's PPBE and Fleet Readiness Assessment responsibilities.
- d. Develop Fleet infrastructure, environmental, encroachment, and energy policies, requirements, processes, programs, and alignments in support of operational readiness.
- e. Review, through engagement with CNIC, Regional Commanders, Numbered Fleet Commanders, and Type Commanders, the capability of assigned shore activities and Fleet range facilities to fulfill their assigned missions, and monitors their degree of accomplishment/compliance.
- f. Review and make recommendations regarding MILCON, Base Operating Support (BOS) and Sustainment, Restoration, and

Modernization (SRM) planning and programming and the use of state or local facilities to support Fleet training and readiness.

g. Plan for and coordinates BRAC actions in the USFF AOR. Coordinate with stakeholder agencies, collect data, analyze scenarios, and support briefings to Congressional representatives and SD/SECNAV/CNO/CNIC staffs. Coordinate reviews of BRAC actions on USFF's operational readiness.

h. Serve as USFF's principal agent for the development and execution of policy and procedures and management of the USFF environmental planning and compliance programs, including support to range sustainment, homebasing/homeporting, at-sea compliance, National Ocean Policy, energy, and encroachment response.

i. Oversee development and implementation of USFF long-range environmental readiness strategic plan. Assesses program requirements across all environmental media. Devise innovative approaches to multimedia environmental problems, obtains resources, and implement solutions. Direct execution of environmental compliance requirements on behalf of all commands subordinate to USFF, to include TYCOMs and Numbered Fleets. Work with stakeholders to shape sonar (sound energy) use and ensure Fleet compliance with associated sonar policies and directives.

j. Serve as the principal advisor to the DCOM-FM/COS on environmental requirements, analysis, and effects associated with Fleet readiness initiatives to ensure informed decision-making.

k. Serve as the USFF representative to Shore Mission Integration Group (SMIG) and to OPNAV N4's Energy Task Force.

l. Serve as the USFF representative on OPNAV N4's Compatibility and Readiness Sustainment Task Force. Serve as USFF representative to the DoD/Joint Staff National Ocean Council Executive Steering Group.

50503 ASSISTANT DEPUTY CHIEF OF STAFF, FLEET INSTALLATIONS AND ENVIRONMENT (N46B)

a. Serve as the principal assistant and advisor to the DCOS (N46) and act in the absence of N46.

b. Lead a variety of technical, managerial, and organizational issues affecting all aspects of shore infrastructure and environmental readiness.

50504 DIVISION CHIEF, SHORE READINESS (N464)

a. Review, analyze, and make recommendations regarding Fleet MILCON, Base Operating Support (BOS) and Sustainment, Restoration, and Modernization (SRM) through the Planning, Programming, Budgeting, and Execution (PPBE) process.

b. Plan for and coordinate Fleet Base Realignment and Closure (BRAC) actions in the USFF AOR. Coordinate with stakeholders, collect data, analyze scenarios, support briefings, and review impact on USFF's operational readiness.

c. Manage and direct aspects of planning involving Fleet utilization of shore-based infrastructure. Assess current and future force structure changes and the impact of proposed Base Realignment actions.

d. Ensure that appropriate planning is completed in a timely manner to accommodate the impact of programs and initiatives developed by higher HQs for Fleet shore infrastructure. Evaluate the impact of those initiatives on USFF and recommend actions where required. Advise USFF program managers, planners, and other stakeholders of necessary follow-on actions.

e. Monitor integrated logistical support (ILS) planning for all new Fleet introductions to ensure that all infrastructure is identified and supported in a timely manner through the Acquisition Programs or the Planning, Programming, Budgeting, and Execution (PPBE) process.

f. Coordinate infrastructure requirements to support changing missions, to include Sea Basing requirements.

g. Make recommendations based on analysis to support enterprise and regional shore planning efforts to maximize the efficient use of existing assets and to identify additional facilities required for mission accomplishment.

h. Serve as the USFF representative to the SMIG Working Group.

i. Provide USFF endorsement of Air Installations Compatible Use Zones (AICUZ) documents ensuring Fleet equities are addressed.

50505 DIVISION CHIEF, ENVIRONMENTAL READINESS (N465)

a. Develop and execute policy and procedures and manage the USFF environmental planning and compliance programs including support to range sustainment, homebasing/homeporting, at-sea compliance, National Ocean Policy, energy, and encroachment response. Develop and implement USFF long-range metrics and assess program requirements across all environmental media. Manage environmental compliance requirements for all commands subordinate to USFF.

b. Develop, implement, and update the USFF Environmental Strategic Plan. Determine USFF environmental readiness resource needs, develop environmental funding program policy, develop and implement long-range planning processes, ensure accurate environmental Capabilities Assessment and POM submittals to OPNAV N45 and FMB. In partnership with COMPACFLT, articulate integrated, authoritative Fleet environmental compliance requirements to the CNO.

c. Execute centrally-managed environmental funding program, including the following environmental funding products: PB-28/PB-28B; Mid-Year Review; PR; POM; obligations and cash flow phasing; funding documents; certification of EOY Funds; Environmental Project Review (EPR) web-based project exhibits; program data sheets; issue papers; and briefs. Coordinate with NAVFAC, SYSCOMs, and other service providers to ensure adequate technical support availability, capability, and contracting capacity.

d. Coordinate environmental readiness program and issues with the Navy Secretariat, Component Commands, OPNAV, COMPACFLT, SYSCOMs, NAVFAC, and inter-agency activities. Develop joint planning documents, instructions, and guidance with COMPACFLT and other Component Commands as necessary. Lead development of plans and policy that affect Fleet operations and commitments, and ensure complete coordination of operator perspectives and impacts in Navy-wide environmental plans and policies. Provide review, comment, and assistance to OPNAV N45 on environmental policy updates and instructions.

e. Implement the Tactical Training Theater Assessment and Planning (TAP) and Fleet range capabilities sustainment program. Develop range environmental documentation and provide for updates of all range complex management planning and support. Develop proactive responses and action plans. Prepare and submit reports and renewal applications to resource regulators in accordance with permits and authorizations received.

f. Develop and implements the Phase II Worldwide At-Sea environmental planning and compliance program in continued support of SECNAV's At-Sea policy. Prepare compliance strategies, modeling approaches, and effects analyses for sonar and acoustic impacts on marine species. Ensure compliance with Endangered Species Act (ESA) and Marine Mammal Protection Act (MMPA).

g. Lead compliance efforts with National Environmental Policy Act (NEPA) and Executive Order (EO) 12114 requirements including range sustainment, Fleet training exercises, homebasing/homeporting decisions, and others.

(1) Oversee development of Environmental Impact Statements (EIS), Environmental Assessments (EA), Findings of No Significant Impact (FONSI), Findings of No Significant Harm (FONSH), Categorical Exclusions (CATEX), Records of Decision (ROD) and associated documentation and permitting.

(2) Develop NEPA administrative records for potentially controversial actions to ensure the ability to defend against litigation challenges.

h. Lead conduct of USFF responsibilities as the U.S. Navy Area Environmental Coordinator (AEC) for CONUS. Ensure consistency between Regional Environmental Coordinators (RECs), SYSCOMs, and other

component commands. Coordinate responses to requests from higher authority for regional or area information. Provide AEC concurrence to OPNAV N45 on all issues in the water from the high-water mark seaward and shore-based actions that potentially impact Fleet operations or training.

i. Manage the Environmental Information Management System (EIMS) to provide USFF and COMPACFLT with IT support for operational and environmental planning and compliance, encroachment planning, natural resources management and range management for Fleet training areas.

j. Identify new weapon systems and platforms requiring environmental planning and compliance documentation in collaboration with USFF DCOS, SYSCOMS, and PEOs; develop environmental funding profile to support execution of needed environmental documentation in time for Initial Operating Capability (IOC) including coverage for homebasing/ homeporting and training with new systems.

k. Execute afloat environmental compliance program in collaboration with TYCOMs, RECs, and CNIC to ensure afloat units are in compliance with environmental requirements; provide environmental compliance assistance to afloat units upon their request; reduce generation of pollutants and increase the use of pollution protection alternatives to meet environmental compliance requirements; and ensure that shore facilities manage all used and/or excess hazardous material and solid waste transferred from afloat units in compliance with applicable hazardous material, hazardous waste, and solid waste regulations.

l. Execute Fleet Navy On-Scene Coordinator (NOSC) Program to ensure appropriate spill response planning and action in the USFF AOR as required by the Clean Water Act.

m. Manage the annual CNO Environmental Awards program for USFF and subordinate commands, including package reviews and final submittals for CNO consideration.

n. Conduct Operational Range Clearance (ORC), Navy Range Sustainability Environmental Program Assessments (RSEPA), and Water RSEPA (WRSEPA) for USFF ranges, to include collection of spent munitions, demilitarization, neutralization, and processing of target debris and detailed assessment documentation to prove that USFF range constituents are not adversely impacting human health or the environment.

o. Manage GIS Programs in support of Weapon Safety Studies, AICUZ, RAICUZ, and NEPA programs. Produce Weapons Danger Zone (WDZ) and Surface Danger Zone (SDZ) maps/figures to support weapon system use on ranges and OPAREAS.

p. Collaborate with CNIC and OPNAV N43, N45, and N46 to address encroachment on Navy training and training ranges (land/air/water). Develop and execute Encroachment Action Plans (EAPs). Provide Fleet

input via OPNAV to OSD's annual Sustainable Ranges Report submission to Congress. Participate on OPNAV N4 Compatibility and Readiness Sustainment Task Force and other OPNAV/SECNAV/DOD forums to provide briefings, identify operational problems, answer Fleet operational and training questions, and defend Fleet interests.

q. Develop, articulate, coordinate, and assess policies, requirements, processes, and programs in support of operational readiness as related to Energy Initiatives.

r. Implement marine mammal monitoring procedures, collect and analyze monitoring data, and prepare annual marine mammal monitoring reports as required under existing MMPA permits to assess Fleet mitigation effectiveness on marine mammals while simultaneously evaluating Fleet training impacts. Implement changes as a result of this analysis to reduce the impact on training while enhancing protection of marine mammals within the USFF AOR.

s. Conduct marine mammal stranding incident response and policy implementation to assess marine mammal strandings in USFF AOR, researching any nearby sonar use or Fleet training and recommending follow-on actions as appropriate.

t. Provide environmental compliance tools for Fleet operators to facilitate environmental compliance on ranges and at-sea to include Protective Measures Assessment Protocol (PMAP), Sonar Positional Reporting System (SPORTS), and Marine Species Awareness Training (MSAT).

u. Provide guidance on environmental issues related to component command transfers, regionalization, outsourcing, privatization, and other cost saving management initiatives. Provide oversight of working groups, reviews recommendations, assesses requirements, and ensures resources are identified to address issues. Ensure smooth transfer of responsibilities and understanding of USFF policy and procedures.

v. Participate in Fleet, OPNAV, and NAVFAC-sponsored analytical studies and initiatives involving manpower, process improvement, and metrics development. Direct the development and implementation of USFF environmental readiness improvement initiatives. Perform strategic studies and projects that have command interest and that directly impact Fleet readiness.

w. Direct and implement the USFF environmental outreach and engagement program. Develop strategies on engaging the public, regulatory community, political entities, non-government organizations, and other interested parties on USFF environmental stewardship. Coordinate program implementation with USFF N00P, CHINFO, OPNAV, SECNAV, COMPACFLT, and others. Coordinate NEPA public hearings, public scoping meetings, etc., and develop and implement staff risk communication training.

x. Oversee Maritime Integration Group (MIG) actions, including:

(1) Manage information development, review, and process input for USFF participation in the National Ocean Policy Coastal and Marine Spatial Planning (CMSP) initiative. Provide USFF input to National Ocean Council (NOC) Executive Steering Group (ESG) and participate in NOC ESG working groups. Serve as JCS representative to the Northeast, Mid-Atlantic, and Southeast Regional Planning Bodies for CMSP.

(2) Draft strategies, policies, and guidance to address future at-sea sound energy related environmental compliance.

(3) Support preparation and reviews of annual sound energy environmental compliance reports and provide recommendations to more efficiently meet requirements while minimizing the impact to Fleet at-sea readiness activities.

(4) Assess current and potential sound energy environmental mitigations and coordinate with OPNAV to propose/modify mitigation measures that reflect scientific efficacy while meeting Fleet military readiness objectives.

(5) Evaluate and provide recommendations on DON research related to the potential effects of anthropogenic sound from Naval activities on living marine resources and serve as advocate for integrated Fleet research requirements and priorities in various forums within the U.S. Navy.

(6) Provide and coordinate information between Fleets and OPNAV N45 in developing recommendations and executing preparations for the U.S. Navy's at-sea readiness sound-energy environmental compliance litigation strategies.

y. Support CCDRs' exercise programs.

CHAPTER 5

COMMAND/STAFF RESPONSIBILITIES AND ORGANIZATION

SECTION 6

**DUTIES AND RESPONSIBILITIES OF DEPUTY CHIEF OF STAFF, COMMUNICATIONS
AND INFORMATION SYSTEMS DIRECTORATE (CIS) (N6)**

50601 FUNCTIONAL STATEMENT. Deputy Chief of Staff, Communications and Information Systems Directorate (N6) shall provide Communications, Computers, Combat Systems and Information Systems support to the warfighter and throughout USFF claimancy. Commander, Navy Cyber Forces acts as the USFF DCOS N6, and reports to the DCOM-FM/COS.

a. Deputy Chief of Staff, CIS (N6)

(1) Assistant Deputy Chief of Staff CIS (N6B) and designated USFF Command Information Officer

(a) Division Chief, CIS Policy and Information Assurance
(N61)

(b) Division Chief, CIS Operations (N62)

(c) Reserve unit assigned: NR USFF INFO SYSTEMS

**50602 DEPUTY CHIEF OF STAFF, COMMUNICATIONS AND INFORMATION SYSTEMS
DIRECTORATE (N6)**

a. Develop, and have cognizance over, communications and information support systems, messaging support, architecture, and policy throughout the USFF claimancy.

b. Monitor Combatant Commander (CCDR) and subordinate C5 support systems for compatibility and interoperability.

c. Collaborate with the U.S. Navy Designated Approval Authority (DAA) for all Non-NMCI Communications and Information Systems programs/projects.

d. Promulgate and advise on courses of action on communications and information support system policies received from higher authority.

e. Support the preparation and implementation of USFF plans, orders and annexes to USFF OPLANS/OPORDS.

f. Maintain liaison with DoD, CNO, subordinate, and supporting commands regarding communication and information systems requirements, issues and support.

g. Supervise C5I modernization for Fleet and ashore systems, including interoperability and integration in the Atlantic and Pacific Fleets.

h. Supervise communications and information systems interoperability with Joint, NATO, and other allied forces and agencies.

i. Provide support to Director, CJOS-COE.

k. Maximize the utilization of assigned Reserve unit.

50603 ASSISTANT DEPUTY CHIEF OF STAFF, COMMUNICATIONS AND INFORMATION SYSTEMS (CIS) (N6B) AND DESIGNATED USFF COMMAND INFORMATION OFFICER (CIO)

a. Assist DCOS N6 in providing communications and information systems support to the warfighter. Serve as the principal assistant to the DCOS N6. The Deputy Commander, Navy Cyber Forces, acts as the USFF ADCOS N6B.

b. Represent USFF as the Command Information Officer (CIO) and provide oversight to subordinate USFF CIOs.

c. Manage and coordinate the work of the CIS Policy and Information Assurance (N61) and CIS Operations (N62) Divisions

d. Develop and coordinate guidance, policy and procedures for the development and implementation of ashore and afloat communications and information systems and requirements.

e. Provide advisory and consultative services to the USFF staff, senior communications and information systems management at subordinate commands, OPNAV, SYSCOMs, COCOMs, and representatives of industry.

f. Maintain continuous liaison with Flag Officer and senior level managers in OSD, DON CIO, DISA, CNO, SYSCOMs, Fleet Cyber Command, Director of NMCI, Functional Area Managers (FAMs), Central Design Agencies, data processing information, and others on emerging and revised C5 requirements.

g. Coordinate combat systems interoperability and act as the Fleet representative to the SYSCOMs and various Combat System Working Groups.

50604 DIRECTOR, CIS POLICY AND INFORMATION ASSURANCE DIVISION (N61)

a. Lead day-to-day alignment for plans, policy, procurement and management of Information Systems for USFF and subordinate commands. Specific tasks include:

(1) Conduct oversight of Information Assurance Managers (IAM) across USFF subordinate commands. Ensure compliance and

accountability of DoD and U.S. Navy IA standards. Ensure IA training is available, current and complete across USFF commands.

(2) Develop and submit certification and accreditation documentation for USFF HQ information systems. Maintain and track afloat and ashore unit compliance with Defense Information Assurance Certification and Accreditation Process (DIACAP) requirements. Represents USFF equities to the U.S. Navy DAA.

(3) Serve as the USFF Information Technology (IT) Portfolio Manager (PFM), responsible for registration of systems, networks, servers and applications, in accordance with DoD and Federal directives, and oversight of IT investments.

(4) Develop and implement IT policy, guidance and procedures for USFF, in conjunction with higher authorities, peer organizations and subordinates.

(5) Serve as the USFF representative for Navy enterprise service initiatives, working groups and integrated process teams (IPT) such as portal, licensing, networking and data consolidation efforts.

(6) Develop and implement the USFF HQ knowledge management (KM) strategy to support efficient decision-making.

(7) Support Navy Forces Online (NFO) portal and public websites to enhance information sharing and collaboration for USFF, higher authorities, peers and subordinates.

b. Lead the day-to-day alignment for afloat and shore C5 modernization, integration, configuration, and system management for USFF and subordinate commands. Specific tasks include:

(1) Monitor Atlantic Fleet operations for matters related to afloat and ashore C5I systems, programs, architectures, and combat systems interoperability and integration. Provide technical advice to management and Fleet users of tactical, tactical support, and combat systems on system configuration alternatives, system capabilities, and problem resolution.

(2) In coordination with COMPACFLT N6, plan and supervise the implementation of U.S. Navy C5I systems and programs that support both U.S. Navy and Joint/Combined operational requirements. This includes:

(a) C5I systems interoperability and integration for all afloat platforms, shore facilities and training commands.

(b) Approval of modernization plans, adjudication of Post-Target Configuration Date (TCD) Waivers and Non-Permanent Installation requests, and processing of SECNAV Waivers for decommissioning ships.

(3) Chair the Maritime Multinational Internet Protocol (IP) Interoperability (M2I2) Conference, ensuring coalition C5I interoperability and integration in support of worldwide operations.

(4) Maintain close liaison with SYSCOMs, PEOs, TYCOMs, and strike group staffs to ensure installation requirements are satisfied in accordance with joint COMUSFLTFORCOM/COMPACFLTINST 4720.3 (Series).

50605 DIRECTOR, CIS OPERATIONS (N62)

a. Lead the USFF MOC Communications and Information Systems Center (CISC). Provide C5ISR System operational support to USFF HQ and MOC. Specific tasks include:

(1) Ensure the command and control communications infrastructure, communications-computer networking, communications electronics, information assurance/computer network defense, and interoperability of systems within the MOC and as integrated throughout the USFF domain (ashore and at sea).

(2) Deliver C5I support to USFF MOC through three cells: Communications Systems Current Operations (CS COPS) cell, Communications Systems Plans (CS Plans) cell and the Communications Systems Support Cell (CSSC). CS COPS is a 24/7 cell that supports MOC Current Operations to provide and disseminate situational awareness information and defensive and mitigation actions concerning transport, networks, systems and applications that are operationally relevant throughout the USFF domain. Communication Systems Plans (CS Plans) cell coordinates communication requirements for critical near-term to long-term plans in accordance with USFF MOC Future Plans cell. Communications System Support Cell (CSSC) provides the help desk for communication and network problems within the USFF HQ and MOC.

(3) Monitor and coordinate the use of controlled Communications Security (COMSEC) Material and Electronic Key Management System (EKMS) in the Atlantic and Mediterranean Areas of Responsibility.

(4) Manage Fleet Tactical/Tactical Support Systems including coordination of C5I System requirements for the USFF HQ and MOC.

(5) Provide Audio/Visual System support to USFF HQ and MOC.

(6) Provide C5I support for USFF HQ and Fleet operations and exercises; monitor the effectiveness and compatibility of C5I throughout the Atlantic AOR and institutionalize corrective measures, where appropriate.

(7) Monitor the development and implementation of C5I systems to ensure compatibility with Joint and Coalition communications capabilities and ensures information exchange among operating forces.

(8) Provide Satellite Communications (SATCOM) management for Fleet operations and exercises to include allocation of commercial resources. Provide Frequency Spectrum Management for Fleet Operations.

(9) In coordination with CCDRs, Numbered Fleets and Navy Component Commanders, support global connectivity of U.S. Navy, Joint and Coalition operations.

(10) Maintain USFF Collaboration at Sea portal, Navy Forces Online (NFO) portal, and public websites to support information sharing and collaboration for USFF, higher authorities, peers and subordinates.

CHAPTER 5

COMMAND/STAFF RESPONSIBILITIES AND ORGANIZATION

SECTION 7

DUTIES AND RESPONSIBILITIES OF DEPUTY CHIEF OF STAFF, FLEET/JOINT TRAINING (N7)

50701 FUNCTIONAL STATEMENT. Supports the DCOM-FM/COS by enabling cost-wise delivery of effective Fleet and Joint training to the waterfront in support of the CCDRs. Responsible for the direction, supervision, and resourcing for USFF Fleet Training as well as establishing overarching Fleet training policy and requirements in collaboration or consultation with COMPACFLT. Produces required Fleet warfighting capabilities and level of readiness through the execution of the Fleet Training Continuum (FTC). Executes organizational training for all Navy Fleet Maritime Operation Centers (MOCs) for USFF. The N7 reports to the DCOM-FM/COS.

a. Deputy Chief of Staff, Fleet/Joint Training (N7)

(1) Assistant Deputy Chief of Staff, Fleet/Joint Training (N7B)

- (a) Division Chief, Policy and Requirements (N71)
- (b) Division Chief, Plans and Resources (N72)
- (c) Division Chief, Oversight and Execution (N73)
- (d) Division Chief, Assessments (N74)

50702 DEPUTY CHIEF OF STAFF, FLEET/JOINT TRAINING (N7)

a. Provide recommendations, responses to tasks, advice, and establishes policy as the principal advisor to the Deputy Commander (Fleet Management) on all matters related to Fleet/Joint Training.

b. Provide recommendations, advice, and direction as the primary point of contact for Fleet training in a variety of forums, meetings, and conferences. Coordinates and interfaces with senior DoD, OPNAV, ONET, and SYSCOM staffs; senior representatives from other military services; senior industry representatives, senior educational institution officials and other government agencies on matters related to USFF training performance and mission readiness.

c. Support the ED's PPBE and Fleet Readiness Assessment responsibilities.

d. Lead and support special projects in support of the FTIP or other training forums.

e. In consultation with COMPACFLT counterparts, serve as a unified voice for Fleet training requirements and policies to generate combat ready U.S. Navy forces per the FRP utilizing the FTC.

f. Submit future resource requirements and executes current resources to support Fleet training policies.

g. Develop, manage, and assess Fleet Training Programs, including the Fleet Response Training Plan (FRTTP) under the construct of the FRP. The following applies:

(1) Direct the development of plans and strategies for reengineering and restructuring approaches to training at Fleet, U.S. Navy, and Joint levels.

h. When required, provide support to Director, CJOS-COE.

50703 ASSISTANT DEPUTY CHIEF OF STAFF, FLEET/JOINT TRAINING (N7B),
EXECUTIVE DIRECTOR FLEET/JOINT TRAINING

a. Provide recommendations, responses to tasks, and advice as the principal assistant and advisor to the DCOS, Fleet and Joint Training (N7) and performs all duties above. Direct, coordinate, and supervise the efforts of the directorate. Serve as the ADCOS, Fleet and Joint Training in his/her absence on all matters specified above.

b. Provide budget and program objectives recommendations in support of USFF Operational Level of War (OLW) training ensuring financial planning supports training policies and future direction.

c. Produce coordinated responses to tasks, pre-briefs, briefings, and meetings for the DCOS. Provide Flag level administrative responses from N7.

d. Produce contractor statements of work by providing input to, review existing, or approval of contracts as appropriate.

e. Provide efficient and effective work environment by oversight/supervision of and direction/guidance to all N7 division chiefs in the daily execution of their duties assigned to include work planning and organization; work assignment and review; and administrative authorities such as performance evaluation, grievances, complaints, disciplinary action, and developmental and training needs; approving leave and signing timesheets; and ensuring effective implementation of equal employment opportunity and affirmative action programs.

50704 DIVISION CHIEF, POLICY AND REQUIREMENTS (N71)

a. Produce validated and prioritized Fleet training requirements to support Fleet operations.

b. Produce tasking, recommendations, and coordination among Echelon 1 (CNO), other Echelon 2 (e.g., COMPACFLT, COMUSNAVEUR, COMUSNAVCENT), and Echelon 3 commands (e.g., TYCOMS, numbered fleets, SYSCOMs, and CNET) on matters pertaining to Fleet training policy and requirements.

c. Develop and align Fleet training policies, processes and programs, in support of operational readiness.

(1) Promulgate Fleet training policy documents and promote standardization of training to enhance Fleet readiness.

d. Produce and monitor policies affecting FRTP and corresponding support to the FRP.

(1) Assist in the development of plans, requirements, and strategies for training at Coalition, Joint, U.S. Navy, and Fleet levels.

(2) Develop policy and guidance for Fleet training, to include modeling and simulation.

(3) Assist in the development and review of Fleet/OPNAV Instructions, Concept of Operations (CONOPS), doctrine, plans, and strategies for training at Joint, U.S. Navy, and Fleet levels.

e. Provide recommendations, advice, and direction as the primary USFF Training (N7) representative in a variety of forums, meetings, conferences, working groups, etc., as appropriate. Coordinate with DOD, OPNAV, NPDC, and SYSCOM staffs; as well as representatives from other military services, industry representatives, educational institution officials and other government agencies on all matters related to Fleet training plans and requirement.

f. Provide development, operation, maintenance, and monitoring of the Navy Training Information Management System (NTIMS).

g. Develop responses to tasks for coordination of schedules and execution of fleet Training Integration Panel (FTIP), FTIP Executive Steering Committee (ESC) and FTIP ESC/Advisory Group (AG) periodic meetings and conferences.

h. Direct the oversight and quality assurance of fleet NMETLs and, as the primary review authority (PRA), lead a team that manages the review and approval process ensuring compliance with current directives and make final recommendations for approval/disapproval.

i. Provide recommendations to create, communicate, or improve the articulation and implementation of aligned requirements and DOTMLPF Change Requests.

j. Provide recommendations, advice, and direction as the primary point of contact for Fleet training requirements generating forums

(e.g., OPNAV (SWTC), COCOM (JIPT), ASWIP, FTIP, BG&O, etc.) to ensure fleet representation.

k. Provide feedback, recommendations, and responses internal to N7:

(1) Provide Plans and Resources Division with current information on capabilities and limitations of training support resources.

(2) Coordinate with oversight and Execution Division (N73) to support emergent requirements.

(3) Collaborate with Assessment and Execution Divisions (N73) to develop validated training support capabilities.

l. Provide recommendations after review of NTSP's to ensure Fleet requirements are incorporated and delivered to the fleet.

m. Provide reviews and interpretation of existing Joint and Navy training policies to support current or planned projects associated with the Navy's integration into the Joint National Training Capability (JNTC), Joint Assessment Enabling capability (JAEC) and Joint Knowledge Development and distribution Capability (JKDDC).

n. Evaluate and prioritize issues related to the Navy's current and future joint training environment (JTE), this includes planning the participation of joint, coalition and interagency forces in support of the Navy's three joint accredited and certified fleet training programs: Fleet Synthetic Training (FST), Joint Task Force Exercise (JTFEX), and Air Wing Fallon (AWF).

50705 DIVISION CHIEF, PLANS AND RESOURCES (N72)

a. Produce validated and prioritized Fleet training plans to support Fleet operations.

(1) Develop and validate training support technical requirements in support of Fleet training requirements as determined by N71 and defined in NMETLs, Urgent Operational Needs Statements (UONS) or as directed by higher authority.

(2) Oversee operations of training support organizations including tactical training ranges, the Navy Continuous Training Environment (NCTE) and other training support infrastructure/services.

(a) In conjunction with COMPACFLT, establish training range and NCTE procurement priorities, and provide liaison with Navy Systems Commands and Joint coalition Warfighting Center (JCWC) to ensure delivered systems meet Fleet training requirements.

b. Serve as resource agent to the N7 chain of command on all matters related to live, virtual, and constructive Fleet training and associated support requirements including ranges, targets, FST, and NCTE.

(1) Produce future program objective displays as directed by N7/N7B for fleet training for submission to N02.

(2) Produce, execute, and defend the budget as directed by N7/N7B, including appropriate joint sponsored funds.

(a) Coordinate with Fleet training commands/service providers to provide obligation rates and expenditures, conduct financial reviews and prepare inputs required by resource sponsors.

(b) Manage Fleet training support contracts including Contracting Officer Representative (COR) functions as required.

c. Provide feedback, recommendations, and responses internal to N7:

(1) Provide Requirements Division with current information on capabilities and limitations of training support resources.

(2) Coordinate with Execution division to support emergent requirements.

(3) Collaborate with Assessment and Execution Divisions to develop validated training support capabilities.

d. Provide advice, recommendations, and develops policy as Training Community Lead for the U.S. Navy Modeling and Simulation Governance Board.

50706 DIVISION CHIEF, OVERSIGHT AND EXECUTION (N73)

a. Provide live, virtual, and constructive (LVC) Fleet training across the FRTP for deploying strike groups and independently deploying units.

b. Provide recommendations and responses to tasking for the U.S. Navy's portion of the DoD Training Transformation (T2) Initiative including all duties as the U.S. Navy's single point of contact to Deputy Director Joint Staff J7 (DDJS J7), Joint Coalition Warfighting Center (JWC) for OSD programs including: Joint National Training Capability (JNTC), Joint Knowledge Development and Distribution Capability (JKDDC) and OSD Training Readiness and Strategy (TRS) for Joint Assessment and Enabling Capability (JAEC). Assists in the development of plans and strategies for re-engineering and restructuring approaches to training at U.S. Navy, Joint, and Coalition levels, incorporating T2 initiatives where applicable.

c. Facilitate the integration of joint forces and coalition partners into U.S. Navy live and synthetic training events throughout all phases of the F RTP.

d. Develop and recommend plans for infusing state-of-the art and emerging joint technology into USFF training processes developing strategies to take advantage of advanced or emerging joint modeling and simulation technologies.

e. Provide recommendations, advice, and direction as the primary USFF Training (N7) interface with senior staff from OPNAV, USSTRATCOM, USNORTHCOM, Numbered Fleets, SYSCOMs, and TYCOMs; senior representatives from other Services; senior staff members from OSD, Joint Staff (J-7), CC DR senior military and civilian staff on matters relating to joint, synthetic, and sustainment training.

f. Provide recommendations and develop responses to tasks as the manager of the USFF International Training Program, in accordance with the Arms Export Control Act (AECA) [22 U.S.C. 2763, 2764], and serve as the USFF representative for Security Assistance / Foreign Military Sales training issues. Provide guidance and support to CC DRs, TYCOMs and numbered fleets regarding exercise support and training range services involving coalition partners.

g. Provide the direction, planning, coordination, management, and execution of delineated USFF responsibilities for OLW training designated for U.S. Navy MOCs.

(1) Establish and maintain standards, provide policy, guidance, and oversight of OLW training to recognized U.S. Navy MOCs.

(2) Supervise delivery of OLW training to NCC and Numbered Fleet MOCs as delineated in COMUSFLTFORCOMINST 3500.3. This will include deployable team visits to all designated MOCs providing training assistance as required, attendance at Joint Exercise Life Cycle (JELC) conferences in support of selected CC DR Tier 1 Exercises being utilized as MOC Training Continuum Events, exercise Collection Management Plan (CMP) generation, Facilitated After Action Report (FAAR), and Commander Summary Reports (CSR) preparation at conclusion of major events in direct support of the Fleet Commander's Readiness Assessment.

(3) Serve as USFF liaison to NCC and NFC for requisite OLW training issue resolution to higher headquarters as required.

(4) Assist in the development of plans and strategies for re-engineering and restructuring approaches to OLW training at Fleet, Navy, and Joint levels, incorporating Training Transformation (T2) initiatives where applicable.

(5) Provide USFF representation on various working groups and committees to explore and resolve OLW training issues.

(6) Participate in the development and analysis of budget and program objectives in support of USFF OLW training and recommend options for ensuring financial planning supports training policies and future direction.

(7) Recommend OLW training policy or content changes based on current research originating from entities such as JCS, Center for Naval Analysis, NETC, U.S. Training and Doctrine Command (TRADOC), and other service OLW training organizations, as well as academia and industry.

(8) Serve as USFF representative to interface with senior staff from OPNAV, NCCs, NETC, SYSCOMs, CCDR staffs, other services; senior representatives from other commands as required; senior industry representatives; and senior educational institution officials in matters pertaining to OLW or MOC training.

h. Provide feedback, recommendations, and responses internal to N7:

(1) Participate in the development and analysis of program objectives in support of USFF training and recommend options supporting fleet training execution to N71.

(2) Provide input to, review existing, or approve contractor statements of work as appropriate to N70.

(3) Coordinate with N72 to execute budget and fleet training plans.

(4) Provide results of evaluations to N74 for assessment.

50707 DIVISION CHIEF, ASSESSMENTS (N74)

a. Produce assessments of unit through force level certifications, training programs, policies, and warfare specific readiness against mission requirements for cost and risk using common management metrics.

b. Provide recommendations and monitor training and unit level certification issues involving new acquisition programs.

c. Produce and assess systemic training wholeness indicators and advise leadership of significant issues that impact the enterprises' ability to establish education and training programs and allocate resources.

d. Produce training readiness indicators for units throughout the FRTTP and advises leadership of training shortfalls which impact mission readiness.

e. Provide Fleet input to OPNAV N1/NETC of required improvements to individual functional skills, team and Fleet operational courses at training activities ashore based on operational mission assessment.

f. Provide recommendations and direction to Navy Training Planning Process Methodology (TRPPM) forums to ensure Fleet requirements are incorporated into new acquisition systems delivered to the Fleet.

g. Provide recommendations and support for training assessments associated with new systems and platforms. Assesses suitability of program training plans, in support of USFF N8, as directed by COMPACFLT/COMUSFLTFORCOMINST 4790.1 (Fleet Introduction Program Guidance).

h. Provide support for Post Deployment Briefs (PDBs) intended to identify significant issues and lessons learned relevant to the preparation and sustainment of ready Naval forces to meet CCDR requirements, requests for capabilities, and contingency operations. Direct liaison with deploying units, Numbered Fleets, COMPACFLT, and OPNAV to develop PDBs to identify issues and lessons learned concerning tactics, techniques, procedures and processes appropriate to the COM and staff.

i. Provide the forum and support for follow on internal N7 action as a result of assessments.

(1) For N71: Provide resources and requirements issues and review Navy Training Systems Plans (NTSP) for new equipment and systems to ensure Fleet requirements are incorporated into new acquisition systems delivered to the Fleet.

(2) For N72: provide information requiring policy and planning changes.

(3) For N73 and N3 (Operational Training, Transition Readiness, and Certification): Provide information requiring training execution changes.

CHAPTER 5

COMMAND/STAFF RESPONSIBILITIES AND ORGANIZATION

SECTION 8

**DUTIES AND RESPONSIBILITIES OF ASSISTANT DEPUTY CHIEF OF STAFF FOR
FLEET POLICY, CAPABILITIES REQUIREMENTS, CONCEPTS, AND EXPERIMENTATION
(N5/N8/N9)**

50801 FUNCTIONAL STATEMENT. The DCOS for Fleet Policy, Capabilities, Requirements, Concepts, and Experimentation (N5/N8/N9), reports to the DCOM-FM/COS and is organized as follows:

a. DCOS, Fleet Policy, Capabilities Requirements, Concepts, and Experimentation (N5/N8/N9)

(1) ADCOS, Fleet Policy and Capabilities Requirements (N5/N8B)

(a) Division Chief, Fleet Policy (N5P)

(b) Division Chief, Capabilities Requirements and Fleet Introduction (N80)

(c) Division Chief, Operational Level of War (OLW)/Maritime Operations Center (MOC) Capabilities (N83)

(d) Division Chief, Networks and C4I Capabilities (N84)

(e) Division Chief, Expeditionary Capabilities (N85)

(f) Division Chief, Surface Capabilities (N86)

(g) Division Chief, Subsurface Capabilities (N87)

(h) Division Chief, Aviation Capabilities (N88)

(i) Division Chief, Special Programs Capabilities (N89)

(2) ADCOS, Fleet Concepts and Experimentation (N9B)

(a) Division Chief, Concept Generation/Concept Development (N91)

(b) Division Chief, Fleet Experimentation (N92)

(c) Division Chief, Science and technology/Future Capabilities (N93)

(d) Expeditionary Warfare Collaboration Team (EWCT)

50802 DEPUTY CHIEF OF STAFF, FLEET POLICY, CAPABILITIES REQUIREMENTS,
CONCEPTS, AND EXPERIMENTATION (N5/N8/N9)

a. Accountable for Fleet policy on all matters pertaining to Navy policy, warfighting capabilities requirements, concept development, and experimentation.

b. Initiate and enable Fleet transformation through operational concept development and experimentation and promoting science and technology integration to address Fleet capability gaps.

c. Execute the Fleet Introduction Program (FIP), to ensure delivery of operationally mature products and systems, focusing on the Fleet's ability to sustain readiness of these products/systems from initial operating capability through expected service life.

d. Provide comprehensive analysis and recommendations regarding the acquisition, delivery, and Fleet introduction of new capabilities, supported by input provided by other directorates and subordinate commands.

e. Serve as coordinator for articulating Fleet warfighting requirements. USFF coordinates this work with COMPACFLT, NCCs, TYCOMs, and Numbered Fleets.

f. Provide recommendations on warfighting capability requirements in support of ED coordination and integration of PPBE inputs to OPNAV and resource readiness responsibilities.

g. Develop Fleet Platform Wholeness and Warfighting Concepts of Operations (CONOPS), in collaboration with COMPACFLT.

h. Direct USFF participation in Echelon 1 Campaign Analyses supporting assessments of warfighting capability gaps.

i. Identify and develop mission essential task-based capabilities in support of Navy, joint, and coalition commanders.

j. Direct near-term Fleet capabilities enhancements, in coordination with COMPACFLT, and supported by TYCOMs and USFF DCOS.

k. Review and develop Joint Capabilities Integration and Development System (JCIDS) documents including Initial Capabilities Documents (ICD), Capability Development Documents (CDD), and Capability Production Documents (CPD) with USFF staff, COMPACFLT, NCCs, Numbered Fleets, and TYCOMs for submission to the Deputy CNO for Warfare Integration of Capabilities and Resources (N8).

l. Identify and make recommendations to mitigate capability overmatches, gaps, and seams in support of CCDRs through participation in joint and service capability requirements processes.

m. Execute Fleet Special Access Programs.

n. Codify authoritative Fleet warfighting requirements for OLV development.

o. Develop Fleet concepts to support experimentation, innovation, and improvement in capabilities and mission execution.

p. Develop and execute the Fleet experimentation plan.

q. Develop Fleet Science and Technology (S&T) warfighting capability priorities and S&T proposals.

r. Develop DOTMLPF change recommendations to incorporate S&T solutions into programs of record.

s. Provide Fleet input into Joint Concept Development and Experimentation (JCD&E), Joint Test and Evaluation, and Coalition Warfare programs.

t. Provide recommendations on a wide variety of operational, technical, managerial, and organizational issues affecting all aspects of policy, doctrine, international engagement, and political-military affairs. Coordinate all Fleet policy, doctrine, and international engagement with higher headquarters, CCDRs, federal government agencies, and international governments/agencies.

u. When required, provide support to Director, CJOS-COE.

50803 ASSISTANT DEPUTY CHIEF OF STAFF, FLEET POLICY AND CAPABILITIES REQUIREMENTS (N5/N8B)

a. Serve as a principal assistant and advisor to the DCOS, N5/N8/N9.

b. Perform all duties assigned to the DCOS (N5/N8/N9) in his/her absence.

c. Serve as the principal assistant and advisor to the DCOS (N5/N8/N9) on all Fleet policy matters pertaining to Navy policy, warfighting capabilities requirements, doctrine, and international engagement.

d. Provide recommendations on a wide variety of operational, technical, managerial, and organizational issues affecting all aspects of policy, doctrine, international engagement and political-military affairs.

e. Manage USFF Latin American Foreign Liaison Officer Program, to include the professional and cultural development of assigned foreign liaison officers.

f. Manage the Foreign Visit System for USFF. Responsible for approval and endorsement of classified and unclassified visits by foreign nationals to USFF and subordinate commands.

g. Coordinate all Fleet policy, doctrine, and international engagement with higher HQs, supported CCDRs, federal government agencies and international governments/agencies.

h. Manage capabilities assessment studies and analyses that result in recommendations that enhance warfighting capabilities and provide integration, coordination, formulation, presentation and justification of fleet warfare requirements.

i. Participate in U.S. Navy Capability Boards and Resources and Requirements Review Boards (R3B)

j. Provide capabilities requirements recommendations to the ED to support integration of readiness, material, training and manpower capabilities.

k. Provide recommendations based on analysis for programmatic issues impacting Fleet equities (i.e., platforms) throughout PPBE processes.

l. Execute the Fleet Introduction Program, to ensure delivery of operationally mature products and systems, focusing on the Fleet's ability to sustain readiness of these products/systems from initial operating capability through expected service life.

m. Provide comprehensive analysis and recommendations to the DCOS (N5/N8/N9) regarding the acquisition, delivery, and Fleet introduction of new capabilities, supported by input provided by other directorates and subordinate commands.

n. Develop Fleet Platform Wholeness and Warfighting Concepts of Operations (CONOPS), in collaboration with COMPACFLT.

o. Coordinate near-term Fleet capabilities enhancements with COMPACFLT, and supported by TYCOMS and USFF DCOS.

p. Review and develop Joint Capabilities Integration and Development System (JCIDS) documents including Initial capabilities Documents (ICD), Capability Development Documents (CDD), and Capability Production Documents (CPD) with USFF staff, COMPACFLT, NCCs, Numbered Fleets, and TYCOMs for submission to the Deputy CNO for Warfare Integration of Capabilities and Resources (N8).

q. Identify and make recommendations to mitigate capability overmatches, gaps, and seams in support of CCDRs through participation in joint and service capability requirements processes.

r. Execute Fleet Special Access Programs.

s. Codify authoritative Fleet warfighting requirements for OLV development.

50804 DIVISION CHIEF, FLEET POLICY (N5P)

a. Serve as principal assistant and advisor to the ADCOS N5/N8B in all matters pertaining to policy, doctrine, international engagement, and political/military affairs.

b. Provide recommendations on command relationship matters.

c. Serve as senior analyst responsible for managing, interpreting, reviewing, planning, organizing, implementing, and monitoring policy and doctrine for USFF. Independently manages a wide variety of technical and organizational issues affecting all aspects of Fleet and/or U.S. Navy and Joint policy and doctrine.

d. Develop and maintain command policy and interpret and oversee Fleet doctrine reviews for USFF by ensuring compliance with higher authority directives and coordinating with adjacent and supported commands.

e. Provide recommendations on command relationship matters between USFF, CCDRs, subordinate and adjacent commanders.

f. Provide analysis and recommendations on supported CCDR doctrine, policy, plans, and other documents.

g. Maintain reference files of policy and doctrine documents to include Naval Warfare Publications (NWP), joint publications, National Security Strategy (NSS), National Defense Strategy (NDS), National Military Strategy (NMS), Joint Strategic Capabilities Plan (JSCP), U.S. Navy Capabilities and Mobilization Plan (NCMP), Defense Planning and Programming Guidance (DPPG), Forces for Memorandum (FFOR), Unified Command Plan (UCP), Global Force Management Implementation Guidance (GFMIG), appropriate MOAs, CAAs and MOUs.

h. Provide analysis for, and recommendations to, OPG, CAT, and MOC Boards, Bureaus, Centers, Cells and Working Groups (B2C2WG) as required.

i. Provide analysis and recommendations for war game planning and concept development and experimentation (CD&E) events that support plans and policy development.

j. Plan and execute the "Fleet Synchronization Conference" for the Commander as directed by the Chief of Naval Operations.

k. Develop background materials to prepare the COM for Service-to-Service Warfighter Talks.

l. Provide analysis and recommendations for doctrine-related matters for the Fleet and U.S. Navy.

m. Lead USFF efforts in the analysis, development, and review of doctrine documents.

n. Serve as the principal advisor on Regional U.S. Navy and Maritime Security Cooperation Plans and Policy matters, including U.S., NATO, Canadian, Mexican, Bahamian, and Latin American relationships and affairs.

o. Lead USFF efforts in analysis, recommendations, and participation in events associated with the employment of Navy forces for theater security cooperation and international engagement.

p. Provide recommendations based on analysis to USFF and unified commanders for regional security cooperation policy matters.

q. Develop background papers and read ahead books for leadership and maintain files of political-military matters to support high level visits to USFF and subordinate commands by foreign dignitaries.

r. Develop command relationships and Navy-to-Navy engagement policy of mid-range and long-range significance to support security cooperation with Canadian, Mexican, and Bahamian Navies and Defense forces as directed by higher headquarters.

s. Provide guidance and recommendations to unified commanders on all USFF issues associated with the development of their respective theater engagement plans.

t. Provide approval authority for all unclassified foreign visit requests for U.S. Navy commands, facilities, and ships within COMUSFLTFORCOM area of responsibility. Endorse all classified foreign visit requests for Navy International Programs Office approval.

u. Provide monitoring and updates to security cooperation engagement activities in the Theater Security Cooperation Management Information System (TSCMIS).

v. Lead the Latin American Foreign Liaison Officer Program for Latin American naval officers assigned to COMUSFLTFORCOM. Plan and execute activities to support their professional and cultural development, and provide administrative assistance and other related support to the officers and their families during their transition to and from the U.S.

w. Manage the Latin American (LATAM) Cooperation Funds assigned to the division. Prepare and submit annual budget inputs, expense reimbursements and required periodic reports.

50805 DIVISION CHIEF, CAPABILITIES REQUIREMENTS AND FLEET INTRODUCTION
(N80)

a. Act as principal advisor to the DCOS (N5/N8) on all matters regarding Fleet support, integration, PPBE, capabilities development, CONOPS, development of specific operational directives, and Fleet capabilities introduction and transition for new technologies and systems.

b. Conduct capabilities assessment studies and analyses that result in recommendations that enhance warfighting capabilities and provide integration, coordination, formulation, presentation and justification of fleet warfare requirements.

(1) Coordinate Fleet participation in U.S. Navy Capability Boards and Resources and Requirements Review Boards (R3B).

(2) Provide capabilities requirements recommendations to the ED to support integration of readiness, material, training and manpower capabilities.

(3) Provide recommendations based on analysis for programmatic issues impacting Fleet equities (i.e., platforms) throughout PPBE processes.

(4) Coordinate integration of ordnance capabilities requirements and propose recommendations on Fleet positions and priorities with respect to ordnance acquisition, supported by USFF N41.

(5) Serve as principal advisor to the ADCOS (N5/N8B) for all matters regarding analytic warfare assessments.

(6) Provide recommendations based on analysis of Fleet capabilities requirements assessments; account for such analyses in recommendations regarding integrated capabilities requirements and in support of successful outcomes for capabilities transition and introduction.

(7) Provide Fleet recommendations into the non-nuclear ordnance requirements (NNOR) process to develop the Naval munitions requirements for all warfare areas.

c. Execute the Fleet Introduction Program (FIP), to ensure delivery of operationally mature products and systems, focusing on the Fleet's ability to sustain readiness of these products/systems from initial operating capability through expected service life:

(1) Provide recommendations for acquisition programs and systems which should be tracked and monitored by the Fleet Capabilities Introduction and Transition team.

(2) Provide recommendations based on analysis regarding Fleet positions and actions to be taken in support of new capabilities' transition and introduction.

(3) Provide recommendations on the way ahead on new programs not forecast to meet wholeness requirements at IOC.

(4) Provide recommendations into Echelon 1 requirements and acquisition processes in order to support program wholeness.

(5) Provide recommendations on program/system performance requirement changes, ensuring the retention of required capabilities.

(6) Provide recommendations based on analysis of COMOPTEVFOR OT&E results, assisted by USFF Directorates and TYCOMs.

d. Execute Fleet CONOPS and JCIDS requirements processes as follows:

(1) Make recommendations on the establishment of Fleet policy for all matters regarding the development, review, and approval of Fleet CONOPS and JCIDS requirements documents.

(2) Lead Fleet CONOPS document generation including assigning responsibility for document development, drafting CONOPS tasking messages, establishing development timelines, tracking development efforts, managing Fleet review of draft documents, and coordinating document approval by the COM.

e. Provide recommendations based on analysis of JCIDS requirements documents including ICD, CDD, and CPD. Coordinate document review with the Platform/Community Capabilities Branch Heads (N83, N84, N85, N86, N87, N88), other directorates and subordinate commands, to include inputs by Warfare Centers of Excellence as appropriate.

f. Provide recommendations based on analysis for Urgent Operational Needs (UONs) submitted by NCCs. Executes the UON and Joint UON process.

g. Develop, review, and make recommendations on the promulgation of U.S. Navy-wide OPTASKs and associated documents in coordination with COMPACFLT.

50806 DIVISION CHIEF, OPERATIONAL LEVEL OF WAR (OLW) / MARITIME
OPERATIONS CENTER CAPABILITIES (N83)

a. Codify Fleet assessments of OLW/MOC capabilities and gaps in support of U.S. Navy PPBE process. Provide recommendations for development of capabilities priorities and transition of new OLW/MOC capabilities to Fleet.

b. In collaboration with the NCCs, USFF DCOSs, and subordinate commands, provide recommendations for the integration of DOTMLPF actions and requirements for OLW/MOC capabilities sustainment.

c. Develop, coordinate, and integrate policy to improve Fleet OLW capability and sustain the global network of operational Echelon 2 and III MOCs.

50807 DIVISION CHIEFS, PLATFORM/WARFARE CAPABILITIES - NETWORKS AND C4I (N84), EXPEDITIONARY (N85), SURFACE (N86), SUBSURFACE (N87), AND AVIATION (N88)

a. Provide recommendations based on analysis for capabilities and capabilities gaps for respective platform/warfare areas in support of U.S. Navy PPBE process.

b. Provide recommendations based on analysis to support the development of capabilities priorities documents prepared by the ED.

c. Provide recommendations based on analysis to USFF N80 regarding transition of new capabilities to Fleet.

d. Develops recommendations based on analysis for DOTMLPF actions and requirements to support capabilities sustainment and wholeness of respective platform/warfare capabilities.

e. Develop recommendations and decisions/actions for endorsement by USFF leadership and representation at information and decision forums (e.g., OPNAV R3B process, ASN (RD&A) Gate process, CEBs, etc), as appropriate for respective platform/warfare capabilities issues.

50808 DIVISION CHIEF, SPECIAL PROGRAMS (N89)

a. Serve as USFF Fleet Special Access Program Control Officer (FLTSAPCO), supervising all aspects of U.S. Navy and Joint Special Access Programs (SAP) within the USFF AOR. Function as the Command Special Access Program Control Officer for the USFF staff.

b. Serve as the USFF representative to CNO at meetings governing the policies and procedures for SAP within the U.S. Navy and USFF.

c. Provide Tier II adjudication, review and approval for access of all AOR Fleet personnel into Joint Warfighting operations containing Special Technical Operations (STO).

d. Develop documents and directives establishing policies and procedures for introduction, implementation and employment of Special Access Programs (SAP) within AOR.

e. Provide quarterly security reviews to CNO for all Navy Fleet Special Access Programs.

f. Provide Tier II adjudication, review and approval for access of Fleet personnel into Navy Special Access Programs.

g. Establish SAP management programs at subordinate commands within AOR. Accredits operational fleet facilities for Special Access Programs designated by Secretary of Defense.

h. Conduct annual inspections, certification, technical support, training and management of Special Access Programs and Facilities for subordinate commands.

i. Review, endorse and/or approve all naval security test plans concerning Special Access Program testing involving USFF Fleet units.

j. Conduct Special Access Programs capability briefings as required, including program introduction for all joint and Navy operations and capabilities.

k. Provide Fleet input regarding requirements documentation for Navy Special Access Programs.

l. Establish and implement security plans, policies, and procedures to meet fleet mission requirements.

m. Execute operational requirements as defined by the classified Implementing Directive (ID) for each Special Access Program, to include security, GFM, current operations and future operations.

n. Codifies Fleet assessment of Special Access Program capabilities, gaps, and prioritized capability requirements in support of the U.S. Navy PPBE process.

o. Establish a habitual collaborate relationship with USFF N3MOC-FOC, N3MOC SCIF Director and assigned/supported CDRs regarding operationally focused Special Program information with applicability in the planning and execution of USFF assigned missions.

50809 ASSISTANT DEPUTY CHIEF OF STAFF, FLEET CONCEPTS AND EXPERIMENTATION (N9B)

a. Serve as a principal assistant and advisor to the DCOS (N5/8/9) on all matters pertaining to the U.S. Navy's Concept Generation/Concept Development (CGCD), Fleet Experimentation Programs, Technology/Future Capabilities, and Expeditionary Warfare Collaboration.

b. Develop new Fleet concepts, provide planning, prioritization and operational oversight for Fleet experimentation and coordinate joint force commander requirements for Fleet concept development and experimentation support.

50810 DIVISION CHIEF, CONCEPT GENERATION/CONCEPT DEVELOPMENT (N91)

- a. Assist and advise the ADCOS (N9B) in all matters pertaining to Fleet warfighting aspects of the U.S. Navy's CGCD Program.
- b. Develop Fleet concepts, including concept generation initiatives, prioritization of concept development, and provide assessment/analysis of effects.
- c. Provide recommendations based on collection and analysis of CGCD information
- d. Develop and maintain CGCD database ("common operating picture") for purposes of providing situational awareness of all CGCD activity of significance to fleet.
- e. Provide integrated Fleet inputs into U.S. Navy programming and planning for CGCD. Leverage joint CGCD resources and results where appropriate to support fleet CGCD initiatives.
- f. Serve as the Executive Secretary for the U.S. Navy Concept Generation/Concept Development 4-Star Warfighter Review, provide recommendations and analysis in support of executive decision and policy making.

50811 DIVISION CHIEF, FLEET EXPERIMENTATION (N92)

- a. Assist and advise the DCOS (N5/N8/N9) in all matters pertaining to Fleet experimentation.
- b. Lead Fleet Experimentation planning, integration, and prioritization, including translation of CGCD into specific experimentation objectives and documenting results/lessons learned for fleet. Drive rapid transition of experimentation to platforms at sea and other fleet operational forces.
- c. Develop plans and execution strategies for Fleet experimentation in coordination with Fleet CGCD programs and prioritized fleet capabilities requirements. Provide analysis of Fleet experimentation data and recommendations for future experimentation, capabilities development, and DOTMLPF change recommendations.
- d. Develop and maintain Fleet Experimentation "common operating picture." Act as controlling authority for decision and implementation of all Fleet experimentation initiatives and resource management.
- e. Develop the Fleet experimentation communications plan to codify, coordinate, and publicize Fleet Experimentation plans and results.

f. Develop plans and execution strategies for Fleet Battle Experiments in coordination with Fleet CGCD programs and prioritized Fleet capabilities requirements. Provide consolidation and analysis, data and metrics collection and dissemination of fleet experimentation data, results, and recommendations for future experimentation, capabilities development, and DOTMLPF change recommendations. Drive rapid transition of experimentation to platforms at sea and other fleet operational forces.

g. Develop Modeling and Simulation plans to support Fleet experimentation programming and planning. Leverage internal U.S. Navy (Naval Warfare Development Command, Naval War College, etc.) CGCD resources and facilities where appropriate to support fleet CGCD experimentation and modeling and simulations initiatives.

50812 DIVISION CHIEF, SCIENCE AND TECHNOLOGY/FUTURE CAPABILITIES (N93)

a. Serve as principal assistant and advisor to the ADCOS (N9B) in all matters pertaining to initiatives in U.S. Navy Science and Technology (S&T), JCDE, and Coalition Warfare Programs.

b. In coordination with COMPACFLT, NCCs, and numbered fleets, codify Fleet S&T capability priorities and articulate those priorities to the S&T and research and development (R&D) communities for potential technology solutions.

c. In coordination with USFF Staff, COMPACFLT, NCCs, and numbered fleets, determine and codify Fleet prioritization for S&T programs managed by Office of Naval Research (ONR) to include: Future Naval Capabilities (FNC), Rapid Development and Deployment (RDD), Rapid Technology Transition (RTT), Technology Insertion for Program Savings (TIPS), Technology Transition Initiatives (TTI), Technology Solutions (TechSolutions), Defense Acquisition Challenge (DAC), and Foreign Comparative Testing (FCT).

d. Develop and articulate NCC input to supported CCDRs (USSTRATCOM, USNORTHCOM) S&T Integrated Priority Lists (STIPL).

e. Develop and articulate Fleet recommendations regarding Navy inputs and participation in JCDE events.

f. Develop and articulate recommendations for prioritizing S&T initiatives based on analysis of warfighting capability gap requirements.

g. Develop recommendations based on analysis for Urgent Operational Needs Statements generated by NCCs which require development efforts through the Naval Rapid Development and Deployment Office (RDDO).

h. Provide recommendations to the Fleet Concept Generation/Concept Development Branch and Fleet Experimentation Branch based on analysis of U.S. Navy Science and Technology and Joint

Concepts and Experimentation program DOTMLPF transition initiatives that could impact FYDP programming deliberations.

i. Provide review and analyses of studies conducted by senior and subordinate commands, with particular regard to Science and Technology and Joint Concepts and Experimentation affecting future warfare missions, long range plans, capabilities, and deficiencies.

j. Provide oversight and direction to the USFF Science Advisor.

50813 EXPEDITIONARY WARFARE COLLABORATION TEAM (EWCT)

a. Provide assistance and advice to the ADCOS (N9B) in all matters pertaining to amphibious and expeditionary warfare.

b. Provide recommendations based on analysis for service-level coordination and integration of Naval amphibious, expeditionary war fighting capabilities, and Joint Sea basing development across DOTMLPF in order to support the Maritime Strategy and CCDR's Naval force warfighting requirements.

c. Provide recommendations for the advancement of amphibious and expeditionary warfare capabilities across the U.S. Navy. In partnership with applicable DOTMLPF stakeholder organizations, codify and prioritize Fleet amphibious and expeditionary resource requirements.

d. Serve as the USFF representatives at Marine Corps Combat Development Command (MCCDC) and provide status reports to USFF. Coordinate with EWCT-Norfolk to provide service level coordination and collaboration between MCCDC and USFF.

e. Provide recommendations based on operational experience and analysis for operational concept development, exercises and experimentation.

f. Provide DOTMLPF recommendations based on review of lessons learned and after action reports from amphibious and expeditionary operations and exercises.

g. Provide Fleet review and recommendations on JMETL, NMETL, and Marine Corps Mission Essential Task List (MC METL) development and refinement as they pertain to naval amphibious, expeditionary and sea based operations; initial focus is at the operational level.

h. Provide recommendations and provide feedback in the drafting and development of inter-service doctrine and CONOPS between U.S. Navy and U.S. Marine Corps.

i. Make recommendations based on analysis to improve interoperability within the joint Sea Base.

j. Provide awareness and periodic updates to leadership for key developments in future programs and configurations at the service HQ.